



CONSTITUTION AND BYLAWS OF THE LONG ISLAND LANGUAGE TEACHERS, INC.

CONSTITUTION

ARTICLE I

NAME

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

ARTICLE II

INCORPORATION, TAX EXEMPTION AND PUBLIC CHARITY

On October 14, 1986 LILT was incorporated by the New York State Department of State as a Not-for-Profit Corporation.

On August 20, 2004 LILT was issued The New York State and Local Sales and Use Tax Exempt Organization Certificate (ST-119).

On September 30, 2004 LILT became exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Tax Code and was classified as a Public Charity under Section 509 (a) (2).

On February 16, 2005 LILT was registered with the New York State Attorney General pursuant to Section 8-1.4 of the Estates, Powers And Trusts Law (EPTL).

ARTICLE III

PURPOSE

To promote the study and teaching of Languages Other Than English (LOTE).

To stimulate and engage in LOTE research, experimentation and investigation.

To sponsor conferences, seminars, lectures and workshops.

To sponsor, publish and distribute newsletters, instructional materials, reports and/or surveys.

To integrate the efforts of those who have similar purposes through cooperative activities that promote the advancement of LOTE education.

To take a public position on issues that concern LOTE education.

ARTICLE IV MEMBERSHIP

Teachers and others involved in LOTE education in the schools of Long Island are eligible for membership. There shall be five (5) categories of membership: Regular, Student, Emeritus, Lifetime and Association. Neither membership in, nor services provided by the organization will be denied to anyone on the basis of race, color, religion, national origin, physical or mental handicap, age sex, sexual **orientation**, ancestry, or medical condition.

Section 1. Membership Dues

Dues for the fiscal year, January 1 to December 31, shall be determined by the Executive Board.

Section 2. Membership Meetings

There shall be at least two (2) LILT General Membership Meetings during each school year: the Spring General Membership Meeting (i.e. May/June) and the Fall General Membership Meeting (i.e. September/October).

ARTICLE V GOVERNANCE

Section 1. The Officers

The elected officers of LILT shall be: President, First Vice President, Second Vice President, Secretary, and Treasurer.

Section 2. Elections

1. A slate of one or more candidates for the offices of President, First Vice President, Second Vice President, Secretary, Treasurer, and Member-At-Large shall be prepared by the Nominating Committee and shall be presented to the Executive Board for its approval.
2. All members in good standing shall have the right and opportunity to cast one vote.
3. Voting will take place in the spring (i.e. April/May) of the election year.
4. The Executive Board will determine the manner in which voting will be conducted.
5. A simple majority vote shall determine the winners.
6. Elections shall be held biannually in the spring.

Section 3. Tenure

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 terms of office shall begin immediately after the Spring General Membership Meeting (i.e. May/June)

Section 4. The Executive Board

The Executive Board shall be composed of:

1. the five (5) elected officers: President, First Vice President, Second Vice President, Secretary and Treasurer
2. the Immediate Past President of LILT
3. other past presidents who wish to remain active
4. one Member-at-Large who shall represent the general membership
5. Association Member Representatives who shall represent the member association
6. the *LILT Newsletter* Editor
7. the Historian

Section 5. Vacancies

1. In the event of a vacancy among Officers, The Executive Board shall appoint a substitute to fill the term. In the event of illness, the Executive Board shall appoint an Interim Officer.
2. In the event of a vacancy or illness of the Member-At-Large, The Executive Board shall appoint a substitute to fill the term.
3. In the event of a vacancy or illness of an Association Member Representative, the Association shall be asked to name a replacement or substitute.
4. In the event of a vacancy or illness of the Newsletter Editor or Historian, the Executive Board shall appoint a substitute or replacement.

Section 6. Executive Board Meetings

1. The Executive Board shall meet no fewer than four times annually.
2. The Executive Board shall approve all issues discussed at its meetings by a majority vote of its members present, provided at least a quorum of its members are present at the time of voting. A quorum shall be half the members of the Board, plus one member.

ARTICLE VI 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 LILT. The chairperson shall be responsible to the President and to the Executive Board.

ARTICLE VII AFFILIATIONS

LILT may become a member of other organizations to further professional development and interests.

ARTICLE VIII PARLIAMENTARY PROCEDURE

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

ARTICLE IX AMENDMENTS

- Section 1. The Executive Board shall propose amendments and revisions of this constitution.
- Section 2. Any member in good standing may submit written proposals for Constitutional change to the Executive Board for consideration.
- Section 3. The general membership shall accept or reject these changes by a two-thirds vote of a show of hands at a general membership meeting.
- Section 4. The membership shall be given thirty (30) days advance notice of any general membership meeting at which a vote on any amendments and/or revisions is to be taken.

ARTICLE X IMPLEMENTATION OF THE CONSTITUTION

The revisions of the Constitution shall become effective immediately after approval by the membership.

BYLAWS

ARTICLE I MEMBERSHIP

Section 1. Regular Membership

Teachers and others involved in LOTE education may become Regular Members.

Section 2. Student Membership

Full-time, post-secondary students pursuing a career in LOTE education may become Student Members.

Section 3. Emeritus Membership

A person who has retired from full-time LOTE education may become a Member Emeritus.

Section 4. Lifetime Membership

A person involved in LOTE education may purchase lifetime membership.

Section 5. Association Membership

Any and all associations of Languages Other Than English (LOTE) may become a member of LILT.

1. Benefits of Association Membership

- A. One association member representative shall sit on the LILT Executive Board for a

renewable term of 2 years.

- B. Individual association members shall participate gratis in the annual Poster Contest.
- C. The association's name shall be included in the Poster Contest masthead.
- D. The member association shall be given a display table gratis at the LILT Annual Conference to display information about the association's events and activities.
- E. One individual association member shall attend this table and the LILT Annual Conference gratis.
- F. The association member representative shall be permitted to cast one vote for ballots open to the general membership.
- G. Association member news and event dates shall be published in the *LILT Newsletter*.
- H. A hot link to the association member's website shall be listed on the LILT website.

2. Associations Shall

- A. hold their own liability insurance policy and submit proof of said insurance with the membership application
- B. pay membership dues based on the number of association members as of December 31st of the previous calendar year.

Section 6. Annual Dues Schedule

1. Membership dues shall be paid annually. Membership is for the calendar year and shall be paid by December 31 for the upcoming calendar year in order to be eligible to participate in the annual Poster Contest and/or the LILT Student Foreign Language Competition. Payment may be made by check, mailed to the Treasurer or by the use of online services.
2. Regular Membership shall be in the amount of twenty dollars (\$20).
3. Student Membership dues shall be in the amount of ten dollars (\$10).
4. Lifetime Membership shall be in the amount of twenty-five (25) times the current regular membership rate.
5. Association Membership shall be determined based on the number of association members on file as of December 31st of the previous calendar year.
 - A. for less than 50 members, twenty-five dollars (\$25)
 - B. for 50-100 members, fifty dollars (\$50)
 - C. for 101-300 members, seventy-five dollars (\$75)
 - D. for 301 members or more, one hundred dollars (\$100)
6. LILT Past Presidents shall be afforded gratis, lifetime membership.

Section 7. Event Refunds, Payments in Default and Procedures for Purchases Incurring Reimbursement

1. No refunds shall be honored two (2) weeks prior to any LILT event unless otherwise stated by LILT.
2. A service charge of fifteen percent (15%) of the amount paid shall be incurred for any such refund.
3. Any signatory whose check is returned for insufficient funds shall incur the same penalty fee as that charged to LILT by its bank.
4. Any individual who has an outstanding, unpaid balance with LILT shall not be allowed to participate in any LILT activities and/or events.
5. When requesting reimbursement from LILT, the following is mandatory. Failure to do so will result in denial of said request.
 - A. Submit to the LILT Treasurer a completed LILT Expense Reimbursement Form (**see** Appendices of Bylaws) accompanied by all receipts.
 - B. In order to be reimbursed for expenditures to vendors, the following procedure must be

observed:

1. For TAXABLE ITEMS, submit to the vendor a completed LILT NYS Sales Tax Exemption Certificate (ST 119.1). Payment may only be made in CASH or with AN OFFICIAL LILT CHECK. New York State Law prohibits the use of PERSONAL checks, PERSONAL credit cards, etc. when using LILT's Tax Exemption Certificate.
2. For NON-TAXABLE ITEMS (postage stamps, etc.) there is no need to use a LILT New York State Tax Exempt Certificate (ST 119.1). Only in this case will LILT reimburse its members for their expenses when using cash, personal checks, personal credit cards, etc.

ARTICLE II

THE EXECUTIVE BOARD

Section 1. The Executive Board Shall

1. approve all business and activities of LILT
2. approve all accounts and disbursements of the Treasurer.
3. approve all disbursements not listed in the proposed operating budget.
4. approve all new proposed line items and necessary funds.
5. approve by a majority vote, the selection of all financial institutions and investments.
6. review an operating budget for the coming year at the Executive Board's first meeting of the year (i.e. January), submitted by the Treasurer pursuant to Article II, Section 4, Paragraph 5 of these Bylaws.

Section 2. All Members Of The Executive Board Shall

1. demonstrate active involvement and commitment to LOTE education on Long Island.
2. be an active LILT member in good standing for at least two (2) years. However, elected officers shall be active LILT members in good standing for at least four (4) years.
3. agree to and sign the provisions of LILT's three (3) policies: Anti-Discrimination and Anti-Harassment, Conflict of Interest and Ethics. (See Appendix B.)
4. attend the four (4) LILT Executive Board meetings and other LILT events.
5. have the right to one vote on all LILT Executive Board business. The President shall vote only in the event of a tie.
6. be entitled to only one vote even if the Executive Board member holds multiple positions.
7. give service to at least one (1) LILT activity per year.
8. sign all organization policies, to acknowledge acceptance and adherence to all policies adopted by the Executive Board.
9. obey, observe and support the Constitution of the Organization. Any Executive Board Member who is found to have violated any provision of the constitution may be removed from the Executive Board, after being informed of the alleged violation, given an opportunity to be heard at a meeting of the Executive Board, and upon a majority vote of the Board finding said violation occurred, that said Member is the violator. The Board in its sole discretion may censure said Member in lieu of removal.

Section 3. To Become An Elected LILT Officer, A Candidate Shall

1. have served on the LILT Executive Board for at least two (2) years for election to the office of President and First Vice President
2. not be required to have previous LILT Executive Board experience to serve as Second Vice President, Secretary or Treasurer.

3. complete an official LILT Candidacy Application Form. (See Appendix C.)
4. attend a meeting with the LILT Nominating Committee.
5. agree to serve recognizing the importance of dutifully executing all of the duties of the officer's position in a timely manner for the good of LILT and its members.

Section 4. Duties of the Elected LILT Officers

1. The President Shall

- A. be elected for a term of two years, and may not serve consecutively in this position.
- B. preside at the meetings of LILT and the Executive Board.
- C. vote only in the event of a tie.
- D. be responsible for all LILT activities.
- E. act on behalf of LILT with the advice and consent of the Executive Board.
- F. create committees with the consent of the Executive Board.
- G. be a member *ex officio* of all committees.
- H. distribute an Executive Board meeting agenda at least one week prior to its next meeting
- I. hold the original incorporation papers, the LILT Seal 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.
- J. designate any activities or services not provided in Article II, Sections 4 and 5 of these Bylaws that the Executive Board Members shall perform.

2. The First Vice President Shall

- A. be elected for a term of two years, and may not serve consecutively in this position.
- B. exercise the duties of the President in the absence of that Officer.
- C. be responsible for the LILT Winter Workshop Program.
- D. coordinate the LILT Spring General Membership Meeting (i.e. May/June).
- E. be responsible for any other activities or services designated by the President.

3. The Second Vice President Shall

- A. be elected for a term of two years, and may not serve consecutively in this position.
- B. exercise the duties of the President in the absence of that Officer and the First Vice President.
- C. act as liaison with any group designated by the Executive Board.
- D. be responsible for any of LILT's legislative programs.
- E. coordinate the LILT Fall General Membership Meeting (i.e. September/October).
- F. be responsible for the LILT Student Plaques for Excellence in Foreign Language Study.
- G. be responsible for any other activities or services designated by the President.

4. The Secretary Shall

- A. be elected for a term of two years, and may not serve consecutively in this position.
- B. preside over meetings in the absence of the President and Vice Presidents.
- C. keep a record of the proceedings of LILT and its Executive Board.
- D. edit and revise the minutes of all meetings.
- E. be responsible for sending a copy of the minutes to the members of the Executive Board three weeks following an Executive Board meeting. Corrections by Executive Board Members to the minutes shall be done via e-mail, and sent to the secretary via e-mail at least three (3) days before the date of a meeting.

- F. preserve papers and records.
- G. assist with official correspondence.
- H. have available a copy of the Constitution and *Robert's Rules of Order Revised* at all meetings.
- I. mail to any new member of LILT's Executive Board a *Welcome Folder* that shall include a copy of the *LILT Executive Board Welcome Letter*, the LILT's three (3) policies: Anti-Discrimination and Anti-Harassment, Conflict of Interest and Ethics, contact sheets, emergency telephone chain, and LILT's Constitution and By-Laws.
- J. be responsible for mailing the LILT Annual Conference information to department leaders, and to send the data file of private schools and colleges to the appropriate person.
- K. monitor the monthly financial statements of LILT, and report such information monthly to the President.
- L. be responsible for any other activities or services designated by the President.

5. The Treasurer Shall

- A. be elected for a term of two years and may serve consecutively in this position.
- B. preside over meetings in the absence of the President, Vice Presidents and Secretary.
- C. keep a database of LILT members and have the option of an assistant who shall be charged with maintaining the membership database. The assistant shall be approved by the Executive Board, with the input of the Treasurer.
- D. collect dues
- E. keep financial records.
- F. deposit and disperse funds.
- G. serve as chief administrator of online services.
- H. submit for each Executive Board meeting a written Treasurer's report which shall include itemized income and expenses.
 - I. submit a preliminary and final LILT Regional Conference financial report.
- J. present an annual Treasurer's Report to the membership.
- K. submit for approval, by a majority vote of the Executive Board, the disbursement of funds for unusual expenses.
- L. submit for approval, by a majority vote of the Executive Board, the selection of all financial institutions and investments.
- M. submit to the Executive Board an operating budget for the coming year at the Executive Board's first meeting of the fiscal year (i.e. January).
- N. be responsible for any other activities or services designated by the President.

Section 5. Other LILT Executive Board Members

1. **The Immediate Past President** shall advise the current President and the Executive Board. He/she shall hold no other elected LILT office.
2. **Active Past Presidents**, who may choose to continue their active membership on the Executive Board, shall advise the Executive Board. (See Appendix A.)
3. **One Elected Member-At-Large Shall**
 - A. be elected to the Executive Board by the LILT membership for a single, non-renewable term of two (2) years.
 - B. complete the official LILT application.
 - C. have his/her nomination approved by the LILT Executive Board.
 - D. contribute short LOTE articles to the *LILT Newsletter* editor.

E. be responsible for any other activities or services designated by the President.

4. The Association Member Representatives Shall

- A. be a member of the LILT Executive Board for a renewable term of two (2) years.
- B. be a member of his/her association for at least three (3) years.
- C. be nominated by a Member Association to the LILT Executive Board.
- D. complete an official LILT application
- E. be approved by the LILT Executive Board
- F. contribute one *Spotlight On...* article, and one *Teachers Helping Teachers* article per year for the *LILT Newsletter*.
- G. send calendars of events and news reports in writing to the secretary and the newsletter editor one week in advance of an Executive Board Meeting.
- H. be responsible for any other activities or services designated by the President.

5. The Newsletter Editor

- A. shall be appointed by the LILT Executive Board.
- B. shall produce four (4) *LILT Newsletters* per year.
- C. shall be responsible for any other activities or services designated by the President.
- D. When this position becomes vacant, a candidate shall submit a LILT Application and attend a meeting with the Nominating Committee.

6. The Historian

- A. shall be appointed by the LILT Executive Board
- B. shall record all LILT events.
- C. shall be responsible for any other activities or services designated by the President.
- D. When this position becomes vacant, a candidate shall submit a LILT Application and attend a meeting with the Nominating Committee.

ARTICLE III

ELECTION OF OFFICERS AND THE MEMBER-AT-LARGE

Section 1. Procedures For Choosing Members Of The Nominating Committee

- 1. The Board shall choose, nominate and vote on three (3) members of the LILT Executive Board to be members of the Nominating Committee.
- 2. Two members of the Nominating Committee shall be chosen from those who have previously served on the committee, and one member who shall not have served in the past or within the last four years.
- 3. One of the three, chosen by the Board, shall serve as the chairperson of the committee.

Section 2. The Chairperson Of The Nominating Committee Shall

- 1. gather the names of possible nominees.
- 2. check the eligibility of the nominees.
- 3. contact all possible nominees.
- 4. send interested nominees information regarding the duties of their respective office and an application form.
- 5. check the references of each nominee for office upon receipt of his/her completed application.
- 6. arrange the date, time schedule and place for a meeting.

7. distribute to the members of the Nominating Committee copies of the applications and a list of possible questions at least two (2) days before the aforementioned meeting.
8. inform the Executive Board of the prospective slate of officers and seek Board approval. This shall be done by the March/April meeting of the LILT Executive Board at the very latest.
9. inform nominees of their acceptance or rejection of candidacy for an office.
10. create the ballot and voting procedures for the LILT membership in consultation with the Nominating Committee and the Executive Board.
11. report the results of the election at the Spring General Membership Meeting, on the LILT website and in the *LILT Newsletter*.
12. delegate any of the above duties to any other member(s) of the Nominating Committee.

Section 3. Procedures For Selecting Candidates For Offices

1. Nominees for office shall be solicited from the LILT membership.
2. Nominations or volunteers shall come from open solicitation of LILT members as advertised in the January edition of the *LILT Newsletter*, on LILT's website and/or via an e-mail from the President of LILT, or be recommended by the LILT Nominating Committee. All of the aforementioned should list qualifications as per the LILT Constitution,
3. All Candidates shall have completed a LILT Application Form and Candidate Statement
4. All Candidates shall meet with the Nominating Committee.
5. All nominees shall be presented to the LILT Executive Board.
6. The slate of candidates with his/her mini-biography and candidate statement shall be distributed to all LILT members.
7. Voting shall take place in the spring (i.e. April/May) of the election year.
8. A simple majority vote shall determine the winners.

ARTICLE IV

LILT AWARDS, GRANT AND STIPEND

LILT may present yearly awards, a grant and a stipend to recognize outstanding students and teachers of the LOTE community. Teachers must be members of LILT to be eligible. The deadline for submissions bearing a United States Post Office postmark is April 15th.

Section 1. Friend(s) of Foreign Language Award

A plaque of recognition is awarded to individuals or associations who advocate, promote and/or further LOTE study on Long Island above and beyond their daily responsibilities.

Section 2. Kathleen Ann Lyons Memorial Excellence in Teaching Award

This five hundred dollar (\$500) award is to recognize and honor the work of outstanding LOTE teachers on Long Island. The nominator must submit his/her letter of nomination, two letters from either a supervisor, chairperson, principal, assistant superintendent or superintendent, a letter from a present or former student or parent, a curriculum vitae of the nominee, and either one of the following from the nominee: a videotaped lesson, sample lesson plans with activities, curriculum material the nominee has developed (which may be made available for future LILT publications and/or LILT functions) or one student portfolio. The nominator must be a member of LILT and have taught for at least five (5) years.

Section 3. Lucille DiPietro Lambert Student Award for Excellence in Second Language Studies on Long Island

This five hundred dollar (\$500) award each may be presented to two outstanding graduating seniors whose teachers are able to acknowledge their fine language achievement. Each teacher may nominate more than one June graduate, and must submit the following: a formal letter of nomination and one letter of recommendation from another LOTE teacher both on school letterhead, a school language profile sheet, extra-curricular language activity advisor evaluation(s), an official student transcript and a student statement with signature. The nominating teacher must be a current member of LILT, have taught the student, and the student must be currently enrolled in a LOTE class.

Section 4. Stipend to Attend Professional Conferences Other Than LILT

Up to two stipends per year may be awarded to LILT members to help defray the costs of attending professional LOTE conferences other than LILT sponsored conferences (one stipend per LILT member per year). The applicant must be a current member of LILT for the last two consecutive years, prepare a written statement in response to the following: *How I hope to benefit from attending the ... Conference*, complete an application form, attend at least three (3) workshop sessions, write a short article for the *LILT Newsletter* about the meeting, submit to the Selection Committee Chairperson within one (1) month after the conference: an evaluation of the conference including a summary of three (3) workshops attended, and original receipts for reimbursement up to two hundred dollars (\$200).

Section 5. Teacher Incentive Grant

This grant of up to six hundred dollars (\$600) is awarded for a proposed project or projects a teacher may wish to inaugurate for which a district would not normally budget. The applicant must submit one (1) letter in support of his/her project from a building or district supervisor, complete an application in support of the proposal, agree to send a short article about his/her project for publication at the end of the first year of implementation (August 1st) and agree to give a short presentation at a General Membership meeting. The Committee will entertain expenses for the following: books, magazines, realia, media materials (CD's, DVD's, photo memory cards for digital cameras, and other items required to complete the project.). If the grant is approved, the recipient will be reimbursed upon completion of his/her project and submission of paid, qualifying receipts.

ARTICLE V

LILT ANNUAL CONFERENCE

LILT holds an annual conference to help LOTE teachers improve and maintain their professional skills. LILT may elect to partner with other LOTE organizations, associations and/or other institutions of learning. Workshops are given in different languages and levels by LOTE professionals from Long Island. In-service credit is also available to attendees with the prior approval of their school districts.

Section 1. In the absence of an annual conference co-chairperson, the position shall fall to a member of the partnership organization with the input of the current LILT President.

Section 2. Members of the LILT Executive Board who work at the annual conference shall not pay a registration fee.

Section 3. The Honoraria for presenters shall be awarded as follows:

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|----------------------------------|-----------|
| 1. Solo presentation once | \$ 100.00 |
| 2. Solo presentation twice | \$ 150.00 |
| 3. Solo presentation three times | \$ 200.00 |

4. Co-presentation once \$ 75.00 each
5. Co-presentation twice \$ 100.00 each
6. Co-presentation three times \$ 125.00 each
7. Presenters will not pay any registration fees.

ARTICLE VI

POSTER CONTEST

The poster contest is an annual event to aid teachers and students to celebrate Foreign Language Week, which takes place each March. The contest is sponsored by LILT and its Association Members. Individual LILT or association memberships must be paid by December 31st of the preceding year in order for students to be eligible.

In the absence of a chairperson or co-chairpersons, Association Members shall serve as a chairperson or co-chairpersons of the Poster Contest in an alphabetical, rotational order, e.g.: AATF Nassau, ATTF Suffolk, AATG, AATI, AATSP, LILT.

ARTICLE VII

LILT STUDENT FOREIGN LANGUAGE COMPETITION

The LILT Student Foreign Language Competition is a yearly LILT sponsored contest for the students of LILT members. Teachers are able to showcase their students in competitions for which outstanding students earn medals or ribbons in the following categories: written original essay, written original poetry, international dance video, international vocal music video, language production video, poetry recitation video and multi-media computer programs. Individual LILT memberships must be paid by December 31st of the preceding year in order for students to be eligible.

ARTICLE VIII

LILT STUDENT PLAQUES

Each year LILT makes available, for purchase by school districts, plaques to recognize Long Island students who have demonstrated excellence in foreign language study. One plaque is awarded to one student who is currently enrolled in the most advanced language course in his/her school, has demonstrated the most outstanding performance in LOTE studies, and is selected by his/her teacher or appropriate school personnel. These plaques are available to graduating junior high, middle school and high school students. The deadline for orders is March 31st bearing a United States Post Office postmark.

The fee for the Junior High/Middle School plaque is \$70.
The fee for the Senior High School plaques is \$85.

The above fees include postage and administrative costs.

ARTICLE IX

LILT WINTER WORKSHOPS

LILT offers each winter a series of two-hour, professional development workshops on Long Island for LOTE teachers on weekday afternoons and Saturday mornings. Teachers may earn in-service credit, at

the discretion of their school districts. If approved, LILT will send the participating teacher a letter at the end of the workshop series verifying workshop attendance. These workshops are open to LILT members (\$15 per workshop) and to non-members (\$25 per workshop). An honorarium of one hundred dollars (\$100) per workshop shall be awarded to presenters of the LILT Winter Workshops. Presenters will not pay any registration fees.

ARTICLE X

LILT ONLINE SERVICES

LILT offers its members online services to pay and register for LILT memberships, conferences, and workshops. The chief administrator of this service is the LILT Treasurer. Members who wish to participate in this service must be registered with PayPal, and those who do not wish to do so, may continue to pay and register for LILT activities directly with the treasurer or respective chairpersons via United States mail.

ARTICLE XI

LILT WEBMASTER AND DATA TECHNICIAN

LILT shall have a Webmaster and a Data Technician as occasional workers to take care of LILT business. The Webmaster will maintain LILT's website (LILTFL.ORG) with the help and input of the Webmaster Liaison and Assistant. The latter will prepare postings in PDF format for the Webmaster. The Data Technician will help the LILT Treasurer maintain LILT's database, perform secretarial duties, and whatever else the President and/or the LILT Executive Board deem necessary. The Webmaster and Data Technician will be compensated at a rate to be determined from time to time by the Executive Board.

ARTICLE XIII

LILT ANTI-DISCRIMINATION AND ANTI-HARASSMENT, CONFLICT OF INTEREST AND ETHICS POLICIES

LILT maintains three policies for the smooth running of the organization: Anti-Discrimination and Anti-Harassment, Conflict of Interest and Ethics (See Article XIX, Section 2 of the Appendices).

ARTICLE XIV

LILT INSURANCE

LILT shall maintain the following insurance policies: non-profit professional liability insurance, non-profit directors and officers liability insurance, employment practices liability insurance, and hired and non-owned vehicle insurance.

ARTICLE XV

RETIREMENT HONORS

To be honored at retirement, a person shall be a LILT member for three consecutive years immediately preceding his/her retirement.

ARTICLE XVI
LONG ISLAND LANGUAGE TEACHERS' LOGO

The official LILT logo is a digitally produced logo of Long Island with *LILT* and *Long Island Language Teachers, Inc.* superimposed across its top. This logo shall be used on all official, LILT business.



ARTICLE XVII
PRESIDENT'S CONFERENCE ATTENDANCE

Any President of LILT, or his/her designee, if not reimbursed by a school district to attend the conference of a LOTE organization of which LILT is a member, shall have his/her registration fee paid by LILT.

ARTICLE XVIII
CHANGES AND AMENDMENTS OF BYLAWS

These bylaws shall be changed and/or amended by a two-thirds (2/3) vote of the Executive Board, provided a quorum is present, and said proposed amendments are presented to the members of the Executive Board at least ten (10) days prior to any such vote.

ARTICLE XIX
DISSOLUTION OF LILT

Should LILT dissolve as an organization, its assets shall be evenly distributed among LILT Association Members on Long Island, New York.

APPENDICES

A. Letter To Past Presidents



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

B. LILT Anti-Discrimination And Anti-Harassment, Conflict Of Interest, And Ethics Policies

1. LILT Anti-Discrimination and Anti-Harassment Policy



Long Island Language Teachers, Inc. ("LILT") will not condone, permit or tolerate any form of discrimination and/or harassment by or against any employee, customer, vendor, independent contractor, member or other individual with whom our employees/volunteers, members and/or independent contractors come into contact in connection with their employment/duties performed on behalf of LILT based upon age, race, color, creed, religion, sex, sexual orientation, national origin, disability or other protected class or characteristic established under applicable federal, state or local statute or ordinance.

Sexual harassment is a form of illegal sex discrimination. Sexual harassment refers to behavior that is unwelcome, personally offensive, and which interferes with our work effectiveness. Federal law defines unlawful sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, whether by male or female, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/volunteer service, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's service and/or participation in organizational activities or creating an intimidating, hostile or offensive environment.

Individuals who believe they have been subjected to discrimination or harassment as described or have questions about whether certain conduct is unlawful should immediately speak to any former President actively serving on the Executive Board or the current President. This is particularly important in cases involving sexual harassment where there can be uncertainty about what constitutes unlawful conduct.

Any former President who receives a complaint of discrimination or harassment or becomes aware of conduct that may constitute discrimination and/or harassment must immediately notify the President. Should the President be unavailable for any reason, the person who is in receipt of a complaint and/or aware of prohibited conduct may notify the First Vice President in lieu of the President. The First Vice-President shall then notify the President as soon thereafter as practicable, so that an investigation may be

undertaken.

All complaints will be investigated promptly and the existence of a complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or to take appropriate corrective measures. In all cases, the person who initiated the complaint will be informed of the findings and disposition of the matter at the conclusion of the investigation. The Executive Board will ensure that there is no coercion, retaliation, intimidation, discrimination, or harassment directed against any individual who registers a complaint or serves as a witness on behalf of another individual.

Persons who engage in prohibited discrimination or harassment will be subject to appropriate discipline up to and including termination of employment, service, and/or membership in LILT.

I hereby confirm I have read, understood and accept the above written Conflict of Interest Policy, and I will abide by it.

Signature

Office

Date

2. LILT Conflict of Interest Policy



The Long Island Language Teachers, Inc. (LILT) is a nonprofit, tax-exempt organization, and maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of LILT as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between LILT and its Executive Board, Officers and employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The Executive Board, Officers, and employees have the responsibility of administering the affairs of LILT honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of LILT. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with LILT or knowledge gained there from for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

Conflicts of Interest may arise in the relations of Officers, Executive Board members and employees with any of the following third parties: persons and firms supplying goods and/or services to LILT, donors, agencies, organizations and associations which affect the operations of LILT, family, friends and other employees. If a conflicting interest exists, it may be undertaken ONLY if:

- a.) The conflicting interest is fully disclosed to the Executive Board.
- b.) The person with the conflict of interest is excluded from the discussion and approval of such transactions.
- c.) A competitive bid or bids or comparable valuation exists.
- d.) Executive Board determines that the transaction is in the best interests of LILT.

As part of the Conflict of Interest Policy, LILT requires Officers, Executive Board members and employees to decline accepting certain gifts, gratuities, entertainment, consideration, favors or remuneration from individuals or companies that seek to do business with LILT except for gifts of a value less than \$50 which

could not be refused without discourtesy.

I hereby confirm I have read, understood and accept the above written Conflict of Interest Policy, and I will abide by it.

Signature

Office

Date

3. LILT Ethics Policy



It is the policy of the Long Island Language Teachers, Inc. (LILT) that its Executive Board members and employees uphold the highest standards of ethical, professional behavior. To that end, these Executive Board members and employees shall dedicate themselves to carrying out the mission of this organization and shall:

Section A:

- 1.) Refrain from dispersing or forwarding any business of the LILT Executive Board (electronic and non-electronic communications, minutes, etc.) to others outside of the Executive Board membership without the permission of said Board.
- 2.) Hold in confidence any matters discussed during Executive Board meetings.
- 3.) Refer any person desiring information, or any LILT Executive Board member disseminating information concerning the proceedings of Executive Board meetings to the current President of LILT, or any former LILT President actively serving on LILT's Executive Board.
- 4.) Respect the structure and responsibilities of the Officers and Executive Board members, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the Executive Board.
- 5.) Engage in carrying out LILT's mission in a professional manner with respect, concern, responsiveness, fairness, impartiality, efficiency and effectiveness.
- 6.) Collaborate with and support other professionals in carrying out LILT's mission.
- 7.) Exercise whatever discretionary authority the Officers and Executive Board have under the law to carry out the mission of LILT.

Section B:

- 1.) Act in such a manner as to uphold and enhance personal and professional honor, integrity, and the dignity of the profession.
- 2.) Recognize that the chief function of LILT at all times is to serve the best interests of its constituency.
- 3.) Hold paramount the safety, health and welfare of the LILT membership in the performance of LILT duties.
- 4.) Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.

Section C:

- 1.) Accept as a personal duty the responsibility to keep up to date on emerging issues concerning the affairs of LILT.

6. Awards, Honors, and Recognitions Received: _____

7. What strong points and/or specific skills would you bring to the position you seek?

8. Briefly describe your reasons for seeking this position: _____

9. Please list below three people (with phone numbers) who can speak to your candidacy:

1. _____
2. _____
3. _____

Please return this completed form to the LILT Executive Board member who has sent this to you within two weeks after delivery.

LILT is seeking individuals who possess strong organizational skills and who are willing to give of their time for the good of the organization that has a membership of 800 plus members.

D. LILT Expense Reimbursement Form



Please label all receipts according to their category. All original receipts must be attached to this form and sent to the LILT treasurer for reimbursement.

Name _____ Date _____

Mailing Address _____

Number of receipts attached _____

Total Cost to be reimbursed (Please add all sections from this form.) \$ _____

Please be specific for each item you bought: e.g. for gifts, please specify for whom the gift was bought, for what reason, and then fill in the amount on the appropriate line.

I. Awards, Grant, and Stipend	Total Cost	_____	Plaques	_____
	Phone	_____	Postage	_____

Printing _____
Misc. _____

II. Computer

Total Cost _____
Postage _____
Printing _____
Software _____
Supplies _____
Misc. _____

III. Clerical and Professional Assistance

Total Cost _____
CPA _____
Historian _____
Lawyer _____
Secretary _____
Webmaster _____
Postage _____
Printing _____
Supplies _____
Website _____
Misc. _____

IV. Executive Board Meetings

Total Cost _____
Food _____
Printing _____
Misc. _____

V. General Membership Meetings

Fall Spring
Total Cost _____
Awards _____

Food _____
Gifts _____
Honoraria _____
Phone _____
Postage _____
Printing _____
Security _____
Tables _____
Misc. _____

VI. Gifts Given

Total Cost _____
Gift Cost _____
For Whom _____
Wrapping _____
Misc. _____

VII. Newsletter

Total Cost _____
Paper _____
Phone _____
Postage _____
Printing _____
Misc. _____

VIII. Poster Contest

Total Cost _____
Postage _____
Printing _____
Food _____
Awards _____
Gifts _____
Misc. _____

IX. Annual Conference

Total Cost _____
Awards _____

Custodial Help _____
Food _____
Gifts _____
Honoraria _____
Phone _____
Postage _____
Printing _____
Security _____
Tables _____
Misc. _____

X. Student Foreign Language Competition

Total Cost _____
Food _____
Gifts _____
Medals, Ribbons, and/or
Certificates _____
Postage _____
Printing _____
Misc. _____

XI. Winter Workshops

Total Cost _____
Postage _____
Honoraria _____
Printing _____
Misc. _____

XII. Other ()

Total Cost _____
Postage _____
Printing _____
Food _____
Misc. _____

E. LILT Mail-In Membership Application



MAIL-IN MEMBERSHIP APPLICATION ONLY (Go to LILTFL.ORG to register online.)

PRINT VERY CAREFULLY IN BOLD BLUE OR BLACK INK.

**REQUIRED FIELDS*

Last Name* _____ **New**, First Name* _____

Former Last Name _____

Home Address* _____ **New**

City* _____ State* _____ Zip* _____
 Home Phone* () _____ **New**, Home Fax () _____ **New**
 E-MAIL ADDRESS* _____ **New**
 School Name/District _____ **New**
 School Address _____ **New**, State _____ Zip _____
 School Phone* () _____ **New**, School Fax* () _____ **New**
 Languages and levels you teach.* _____

Dues* (check one):

- \$20 Regular Membership \$10 Full-Time Student Membership \$10 Emeritus Membership
 Lifetime Membership (Twenty-five (25) times Regular Membership)
Association Membership (Please contact the President of LILT.)

I am a NEW LILT member*. I am RENEWING my LILT membership*.

I am interested in being a JUDGE for the LILT Student Foreign Language Competition*.

*Make check **PAYABLE TO LILT** and mail to the LILT Treasurer.*

F. Call For Proposals



LILT ANNUAL CONFERENCE AND WINTER WORKSHOPS

Believing in the diverse talents and skills of Long Island's world language teachers, LILT provides this proposal form for individuals to identify their areas of expertise, and indicate ways in which they would be willing to share with others, through LILT sponsored regional conferences and workshops.

There is much to offer and much to gain from teachers helping teachers. If you are interested in developing a workshop by yourself or to share with one other world language colleague, please fill out the following proposal form (one form per proposal), and return to the proper individual below:

I. LILT ANNUAL CONFERENCE

- This annual conference is usually scheduled in the month of November on the Saturday of Veteran's Day weekend.
- Workshop is one hour in length
- Submission deadline is April 15th
- Conference may be held at either Nassau or Suffolk County location
- If approved, you may be asked to deliver your workshop a maximum of two times during the conference.

II. LILT WINTER WORKSHOP PROGRAM

- These workshops are usually scheduled during the months of February through the beginning of April
- Workshops are two hours in length. This provides opportunity for a *hands on* experience for participants.
- Submission deadline is November 15th.

- Workshops are held in the school of the workshop presenter.
- Workshops may be held after school, Mondays, Tuesdays, Wednesdays, or Thursdays between 4-6 PM, or on a Saturday from 10 Am-Noon.

*All workshops are subject to the approval of the LILT Executive Board.
LILT reserves the right to cancel any workshop due to lack of, or low enrollment.*



LILT ANNUAL CONFERENCE PROPOSAL FORM

1. Title (one hour): _____
2. Your workshop is designed for grade levels (check all that apply):
K-5 _____ 6-8 _____ 9-12 _____ Other _____
3. Examples will be given in the following language(s): _____
4. The workshop will be conducted in following language(s) _____
5. Description (synopsis) of the workshop: _____

6. Procedures and/or activities to be employed: _____

7. Outcomes: _____

 - a.) What skills will teachers be able to implement/come away with/do after attending this workshop?

 - b.) What will students be able to do/learn as a result of your workshop ideas?

8. Which NYS Standards and/or National Standards does this workshop address?

9. Materials and/or equipment needed: _____

10. Materials participants should bring with them to the workshop (if any):

11. Please provide LILT with information about your professional background (e.g. college(s) attended, years of teaching experience, degrees, past presenter experience) or attach your résumé.

Your name: _____

Phone Number: () _____

Complete Address: _____

E-Mail address: _____

District/Affiliation:

Send this proposal form via email or US Mail to the *LILT Regional Conference Presenter/Program Coordinator* whose name and contact information you may find on LILT's website. Please go to the right hand side of the Home Page and click on *Executive Board, Committees, and Assistants*.

Thank you for your interest and proposal submission.
The LILT Executive Board



LILT WINTER WORKSHOP PROPOSAL FORM

1. Title (two hours): _____

2. Your workshop is designed for grade levels (check all that apply):

K-5 _____ 6-8 _____ 9-12 _____ Other _____

3. Examples will be given in the following language(s): _____

4. The workshop will be conducted in following language(s) _____

5. Description (synopsis) of the workshop: _____

6. Procedures and/or activities to be employed: _____

7. Outcomes:

a.) What skills will teachers be able to implement/come away with/do after attending this workshop?

b.) What will students be able to do/learn as a result of your workshop ideas?

8. Which NYS Standards and/or National Standards does this workshop address?

9. Materials and/or equipment needed:

10. Materials participants should bring with them to the workshop (if any):

11. Please provide LILT with information about your professional background (e.g. college(s) attended, years of teaching experience, degrees, past presenter experience) or attach your résumé.

Your name: _____

Phone Number: () _____

Complete Address: _____

E-Mail address: _____

District/Affiliation: _____

Send this proposal form via email or US Mail to the *LILT First Vice President* whose name and contact information you may find on LILT’s website. Please go to the right hand side of the Home Page and click on *Executive Board, Committees, and Assistants*.

Thank you for your interest and proposal submission.
The LILT Executive Board

G. Annual LILT Association Membership Application



ANNUAL LILT ASSOCIATION MEMBERSHIP APPLICATION*
(Membership is for the calendar year.)

PLEASE TYPE OR PRINT VERY CAREFULLY

Today’s Date _____

Association Name: _____

Website _____

E-Mail Address: _____

Mailing Address: _____

Contact Person: _____ () _____
Name and Position Phone #

Current Officers:

Name	Office	Term
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of members as of December 31st of the preceding year: _____.

Please check one: less than 50 members, \$25 50-100 members, \$50;
 101-300 members, \$75 more than 300 members, \$100

Association Representative to the LILT Executive Board:

If there will be a *new* Association Representative to the LILT Executive Board, a LILT Candidacy Application Form is necessary, found on page 18 of the LILT Constitution and

Bylaws (LILTFL.ORG). Please refer to the LILT Constitution Bylaws: Article II, Section 5, Number 4, (Page 9), for eligibility requirements.

For the Annual Association Membership please include:

- A completed LILT Candidacy Application Form, if applicable
- This completed Annual Association Membership Form
- Proof of the association's current liability insurance
- An association check payable to *LILT* for the appropriate membership fee (see above).
- Mail to the LILT Treasurer (See the LILT website homepage (WWW.LILTFL.ORG) for the appropriate name and address.)

Name of Association Representative: _____

Address: _____

Phone #: () _____

E Mail address: _____

* Proof of the association's valid liability insurance policy is required annually with application and check.

H. About LILT With A Listing Of Its Past Presidents

Founded 1980
"The Secret of Success is Constancy of Purpose"
 Disraeli
 (1804 - 1881)

Long Island Language Teachers Inc. is the single most comprehensive organization of second language teachers in Nassau and Suffolk Counties. Its membership includes K-16 teachers and supervisors of French, German, Italian, Spanish, Classical Languages, ESL (English as a Second Language) and ASL (American Sign Language).

LILT was organized by a group of dedicated educators who recognized their obligation to professional growth and their responsibility to successfully service and educate their students. They were equally united in their commitment to promote and advance the positive image and viable position of second language instruction on Long Island and in New York State.

LILT provides:

- A forum for ongoing communication and exchange of ideas in foreign language education
- Opportunities for professional development
- Direction and leadership on local, state and national issues regarding standards for second language instruction and acquisition
- Leadership in the development, innovation, and implementation of curricula and programs
- Sponsorship of regional events and programs which promote teacher/student participation and excellence

LILT'S PAST PRESIDENTS:

May 1980	General meeting of concerned foreign language teachers called by Frank Marino and Dr. Joseph Tursi, Sr.
May 1980 to May 12, 1981	Steering Committee, Lucille Lambert and Richard Gentile

November 1980 LILT organizational meeting
 May 12, 1981 First LILT Presidency begins under Lucille Lambert

Terms of office are from the May or June General Membership Meeting until the next General Membership Meeting 2 years later.

1981-1983 Lucille Lambert
 1983-1984 Karen Bennett
 1984-1986 Richard Gentile
 1986-1988 Ann Henry
 1988-1990 Adrienne Greenbaum
 1990-1992 Elaine Margarita-Buckley
 1992-1994 Marie Brett
 1994-1996 Marie Guillet
 1996-1998 Joan Militscher
 1998-2000 Dr. Grace Mannino
 2000-2002 Ana Aguiar-Mady
 2002-2004 Ron Taub
 2004-2006 Nancy Russo-Rumore
 2006-2008 Adrienne Greenbaum
 2008-2010 Nancy Russo-Rumore

I. History Of Previous Constitutional Revisions

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 Public Schools
 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)

Fourth Constitutional Revision 2004

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

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

Fifth Constitutional Revision 2008-2009

Richard Gentile, Chairperson, Emeritus
 Adrienne Greenbaum, Emerita
 Nancy Russo-Rumore, Emerita
 Nick Maurantonio, The Mary Louis Academy, Jamaica Estates
 Ron Taub, Emeritus

Officers 2008-2010

President: Nancy Russo-Rumore, Emerita and Queens College, CUNY
 First Vice President: Michele Ortiz, Division Avenue High School, Levittown
 Second Vice President: Anahí Walton-Schafer, Northport High School, Northport
 Secretary: Mirtalita Matos, General Douglas MacArthur High School, Levittown
 Treasurer: Ron Taub, Emeritus

Reviewed by legal council, June 2009

Ratified by the LILT Executive Board, July 7, 2009

Ratified by the LILT Membership at the fall General Membership Meeting, September 16, 2009