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## ICTFL BYLAWS (as of July 31, 2016)

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### Purpose

**“Regional” Defined:** *[Reference to Article II, Item (e)]* In Article II, Item (e), “regional” shall be construed to mean “any state, including Illinois;” “any designated group of states, including Illinois;” “any designated part(s) of any state(s), including Illinois.” *(Adopted January 12, 2002)*

### Membership

**Membership Year:** *(Reference to Article IV, Section 3)* The Membership Year shall be the fiscal year—that is, the Membership Year shall commence on July 1 and end on the following June 30. Applicants who submit their dues between these two dates shall receive no reduction in membership fees or be entitled to a rebate on their dues on any grounds. *(Adopted January 12, 2002; revised February 28, 2009)*

**Members-in-Good Standing:** *(Reference to Article IV, Section 1)* Members-in-Good-Standing shall be defined as those members who have paid their dues for the current membership year. Such members shall enjoy full privileges of membership. *(Adopted February 14, 1992)*

**Unpaid Members:** *(Reference to Article IV, Section 1)* Unpaid Members shall be defined as those individuals who were Members-in-Good-Standing within the past year and who can reasonably be expected to renew, but who have not yet paid their dues for the current year. Such members shall be kept informed of association activities but shall not enjoy voting rights or other privileges of full membership until they have paid their current dues. *(Adopted February 14, 1992)*

**Honorary Members:** *(Reference to Article IV, Section 1)* Honorary Members shall be persons so designated by a two-thirds vote of those Directors present and voting at the meeting at which said persons are nominated. Such members shall not be subject to the payment of dues nor shall they be entitled to vote. Honorary members shall regularly receive copies of the ICTFL Newsletter, and their names shall be published annually in the Newsletter. The Board of Directors shall review, revise, and reconfirm the roster of Honorary Members annually, or decline to adopt such a roster. *(Adopted November 12, 1996; revised August 21, 2004)*

**Life Members:** *(Reference to Article IV, Section 1)* Members who have served as President and Members who have received the Presidents Award shall be granted Life Membership, for which the annual payment of dues shall be waived. *(Adopted November 12, 1996)*

**Sustaining Member:** *(Reference to Article IV, Section 1)* A Sustaining Member shall be defined as a person who, wishing to provide a higher level of support for the Association, applies for the category of Sustaining Membership and pays the fee required for this category. Sustaining Members shall be recognized and their names published annually in the ICTFL Newsletter and/or the Fall Conference Program. *(Adopted January 12, 2002)*

**Contributing Member:** *(Reference to Article IV, Section 1)* A Contributing Member shall be defined as a person who, wishing to provide the highest level of support for the Association, applies for the category of Contributing Membership and pays the fee required for this category. Contributing Members shall be recognized and their names published annually in the ICTFL Newsletter and/or the Fall Conference Program. *(Adopted January 12, 2002)*

**Student Member:** *(Reference to Article IV, Section 1)* A Student Member shall be defined as a person who is a full-time student, who applies for the category of Student Membership, who pays the fee required for this category, and who provides a copy of his/her student identification document when submitting an Application for Membership. *(Adopted January 12, 2002)*

**Retired Member:** *(Reference to Article IV, Section 1)* A Retired Member shall be defined as a person who has retired as a teacher, who applies for the category of Retired Member, and who pays the fee required for this category. *(Adopted January 12, 2002)*

### Dues

**Complimentary Membership:** *(Reference to Article IV, Section 1)* 1) One-year Complimentary Membership shall be awarded to recipients of the Montserrat Vilarrubla Award for New Teachers and the Carole Ann Ryan Award for College Foreign Language Teaching Majors. 2) One-year Complimentary Membership shall be awarded to a maximum of two presenters per Conference session. Recipients of such Complimentary Memberships shall be con-

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## ICTFL BYLAWS

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sidered Members-in-Good-Standing and enjoy the full privileges of membership. (Adopted January 12, 2002; revised August 21, 2004; revised February 28, 2009)

**Membership Fees:** (Reference to Article IV, Section 1) Beginning on January 1, 2009, Membership Fees shall be fixed as follows:

Regular Membership—two years.....	\$60
Regular Membership—one year.....	\$35
Sustaining Member.....	\$70
Contributing Member.....	\$140
Student Member.....	\$10
Retired Member.....	\$10

(Adopted October 19, 2006; revised October 16, 2008)

### Voting in Elections

**Voting Rights:** (Reference to Article IV, Section 4) All Regular Members shall have the right to vote as stated in the Constitution and shall enjoy the full privileges of membership. Also having the right to vote and full privileges of membership shall be Life Members, Sustaining Members, Contributing Members, Student Members, and Retired Members. Members who live in one region and work in another region shall decide in which region they shall vote. (Adopted November 12, 1996)

### Annual Meeting of Members

**Timing and Site:** (Reference to Article V, Section 1) It shall be the usual practice of the Board of Directors to hold the Annual Meeting of Members in conjunction with an annual conference (Fall Conference or WinterFest). (Adopted November 12, 1996; revised March 17, 2012)

### Board of Directors

**Affiliate Delegate:** (Reference to Article VI, Section 3) An Affiliate Member may designate as its Delegate one of its members other than its elected presiding officer if its presiding officer is not able to serve in this capacity. The Affiliate Members shall notify ICTFL of its alternate choice in a timely fashion. (Adopted November 12, 1996)

**Voting at Meetings:** (Reference to Article VI, Section 6) Representatives of affiliate members and officers appointed by the President with the consent of the Board of Directors to occupy an unfilled or a vacated post of an elective officer shall be eligible to vote in proceedings of the Board of Directors or of the Executive Council if they be members of that body. The Affiliate Liaison Officer, the Regional Liaison Officer, the Executive Director, the Chairs of Program Committees, chairs of *ad hoc* committees, and the chairs of task forces, being appointive officers, shall not be eligible to vote in proceedings of the Board of Directors or of the Executive Council. (Adopted April 30, 2005; revised February 28, 2009)

**Board Voting:** (Reference to Article VI, Section 4) Regardless of the number of constituencies represented, each Director shall cast only one vote on motions considered by the Board of Directors. If a Director is to be absent from a meeting, a proxy vote shall be accepted if received in writing beforehand. The vote of the Presiding Officer shall break all tie votes. If the need should arise for a vote to take place between scheduled meetings, all Directors shall be notified of the question and asked to respond with their vote in a timely fashion. Results of this action shall be certified at the next regularly scheduled Board meeting. (Adopted November 12, 1996)

**Annual Planning Seminar:** (Reference to Article VI, Section 4) The Board of Directors creates the Annual Planning Seminar for the purpose of 1) training new officers, 2) reviewing and evaluating the current year's accomplishments, 3) identifying the association's goals and activities for the coming year, and 4) proposing the Master Plan and Master Calendar for the coming year. The Master Plan and the Master Calendar shall be submitted for approval to the Board of Directors at the first Board meeting of the year. The Planning Seminar shall take place following the election of new officers, but prior to the first Board meeting of the year. The President and First Vice President shall preside at the Annual Planning Seminar, with the assistance of the Executive Director. The following Members shall attend the Annual Planning Seminar: President, President-Elect, Immediate Past President, 2nd Vice President; Executive Director, Secretary, Associate Secretary, Secretary-Elect, Associate Secretary-Elect, Treasurer, Associate Treasurer, Treasurer-Elect, Associate Treasurer-Elect, Regional Liaison Officer, Regional Directors, Regional Directors-Elect, Associate Regional Direc-

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## ICTFL BYLAWS

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tors, Associate Regional Directors-Elect, Affiliate Organization Delegates and/or Representatives, Conference Coordinator, Membership Coordinator, Publications Coordinator, Webmaster, Affiliate Liaison Officer(s), Program Committee Chairs, Program Committee Chairs-Designate, Task Force Chairs, and Task Force Chairs-Designate. *(Adopted January 12, 2002; revised October 20, 2005; revised February 28, 2009; revised August 1, 2014)*

**Think Tank:** *(Reference to Article VI, Section 4)* The Board of Directors creates an annual organizational development day, to be known as the "Think Tank." This mid-year meeting shall offer time to focus beyond the details of operational business, allowing those in attendance to address important issues and create long-range plans. Members eligible to attend meetings of the Board of Directors (President, President-Elect, Immediate Past President, 2nd Vice President; Executive Director, Secretary, Associate Secretary, Secretary-Elect, Associate Secretary-Elect, Treasurer, Associate Treasurer, Treasurer-Elect, Associate Treasurer-Elect, Regional Liaison Officer, Regional Directors, Regional Directors-Elect, Associate Regional Directors, Associate Regional Directors-Elect, Affiliate Organization Delegates and/or Representatives, Conference Coordinator, Membership Coordinator, Publications Coordinator, Webmaster, Affiliate Liaison Officer(s), Program Committee Chairs, Program Committee Chairs-Designate, Task Force Chairs, and Task Force Chairs-Designate) shall normally be invited to the Think Tank; however, the Board may summon additional members if those members' particular viewpoints, responsibilities, or expertise are pertinent to the questions to be considered. Recommendations from the Think Tank may be presented to the Board of Directors for official action. *(Adopted October 20, 2003; revised August 1, 2014)*

**Mileage Reimbursement:** *(Reference to Article VI, Section 4)* Directors, Committee Chairs, Task Force Chairs, and Affiliate Liaison Officers who travel farther than 75 miles one way from their homes to attend official meetings of the Executive Council, Board of Directors, Annual Planning Seminar, Think Tank, or any Special Meeting for which travel reimbursement has been specifically approved by the Board of Directors may request reimbursement at the rate of 25¢ per mile. The following rules shall govern the reimbursement of mileage expenses incurred by these members:

1. There shall be no reimbursement for travel connected with any meeting held within the context of a conference sponsored by ICTFL.
2. Reimbursement shall be paid only for real distance traveled, and there shall be no reimbursement or lodging, meals, tolls, parking, tips, or other costs incidental to actual transportation.
3. Regardless of the mode of transportation, reimbursement shall be paid only at the rate of 25¢ per mile for the shortest round-trip highway mileage, based on current official road maps.
4. Regardless of the number of passengers traveling in the vehicle, only one reimbursement shall be paid per vehicle.
5. Such expenses shall be reimbursed only when submitted on the official form provided by the Treasurer. *(Adopted January 12, 2002; revised October 20, 2005; revised February 28, 2009)*

**Complimentary Meals:** *(Reference to Article VI, Section 4)* ICTFL shall compliment all meals served at the Annual Planning Seminar. ICTFL may provide complimentary breakfast or snacks for half-day meetings when so determined in advance of these activities. ICTFL may provide a complimentary luncheon for all-day meetings of the Board of Directors and for Special Meetings when so determined in advance of these activities. ICTFL shall pay a portion of the meal for the Annual Social Event. The amount to be paid by each member attending the Annual Social Event shall be decided by the Board of Directors in advance of the Event. ICTFL shall not provide meals, snacks or beverage service for meetings of committees. *(Adopted January 12, 2002; revised October 20, 2005)*

### Officers

**Election of Associates:** *(Reference to Article VII, Section 2)* The Associate Secretary, Associate Treasurer, and Associate Regional Directors shall be the candidates receiving the second-highest number of votes for the positions of Secretary, Treasurer, and Regional Directors, respectively, in the annual election. If a runner-up chooses not to serve in this capacity, the position shall be considered vacant. *(Adopted November 12, 1996)*

**Election Procedures:** *(Reference to Article VII, Section 2)* Between February 1 and May 1 of an election year, all members, regions and affiliates shall be

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## ICTFL BYLAWS

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invited to recommend potential candidates to the Nominating Committee, which shall then propose a slate of election candidates based on these recommendations, and forward the proposed slate to the Board of Directors by June 15. This slate shall be certified by the Board and shall be promptly forwarded to the Elections Committee, which shall conduct the election in the manner directed by the Board of Directors. The election results shall be communicated to the President and the Executive Director immediately following the tallying of the ballots. The President shall in a timely fashion notify those individuals who are elected. The Elections Chair shall notify in a timely fashion those individuals who are not elected. The election results shall be certified at the fall meeting of the Board of Directors. In case of a tie, a majority vote of those Directors present and voting at that meeting shall determine the winner. The final results shall be announced at the Annual Meeting of Members. The newly elected Officers shall take office on January 1. *(Adopted November 12, 1996; revised August 1, 2014)*

**Vacancies:** *(Reference to Article VII, Section 3)* If pursuant to a thorough hearing, the Board of Directors finds that the position of an Elected Officer is vacant, whether through removal by the Board, resignation or other reason, the Board may choose to leave the position vacant or may elect a Member to fill this vacancy. *(Adopted January 12, 2002)*

**President:** *(Reference to Article VII, Section 4)* The President shall function as the association's official liaison to the American Council on the Teaching of Foreign Languages (ACTFL) and to the Central States Conference on the Teaching of Foreign Languages. *(Adopted January 12, 2002)*

**First Vice President:** *(Reference to Article VII, Section 5)* The First Vice President shall support the President in a closely cooperative working relationship and shall choose at least one major program area for which to provide leadership and oversight. The First Vice President shall attend the Delegate Assembly at the annual ACTFL conference as the official representative of ICTFL. The First Vice President shall attend the Delegate Assembly of the Central States Conference with the President. *(Adopted November 12, 1996)*

**Second Vice President:** *(Reference to Article VII, Section 6)* The Second Vice President shall choose at least one major program area for which to provide

leadership and oversight. *(Adopted November 12, 1996)*

**Immediate Past President:** *(Reference to Article VII, Section 7)* The Immediate Past President shall choose at least one major program area for which to provide leadership and oversight. *(Adopted November 12, 1996)*

**Secretary:** *(Reference to Article VII, Section 8)* The Secretary shall, in a timely fashion, send a copy of the Proceedings of all meetings to ICTFL Headquarters, from where copies shall be forwarded, in a timely fashion, to all Directors and Committee Chairs. *(Adopted January 12, 2002)*

**Treasurer:** *(Reference to Article VII, Section 10)* The Treasurer shall serve as Chair of the Budget Committee, guide the committee in developing a budget for the association, and present the budget to the Board for approval at the first meeting of the year. *(Adopted August 1, 2014)*

**Regions:** *(Reference to Article VII, Section 12)* Beginning on January 1, 1997, the state shall be divided, for the administrative purposes of the Association, into five regions, which shall be described as follows:

Region I — Illinois counties of Cook, DuPage, Lake, and Will

Region II — Illinois counties of Boone, Bureau, Carroll, DeKalb, Grundy, Henry, Jo Daviess, Kane, Kendall, LaSalle, Lee, Marshall, McHenry, Ogle, Putnam, Rock Island, Stark, Stephenson, Winnebago, and Whiteside.

Region III — Illinois counties of Adams, Brown, Calhoun, Cass, Christian, Fulton, Greene, Hancock, Henderson, Jersey, Knox, Logan, Macoupin, Mason, McDonough, Menard, Mercer, Montgomery, Morgan, Peoria, Pike, Sangamon, Scott, Schuyler, Tazewell, and Warren.

Region IV — Illinois counties of Champaign, Clark, Coles, Cumberland, DeWitt, Douglas, Edgar, Ford, Iroquois, Kankakee, Livingston, Macon, Moultrie, McLean, Piatt, Shelby, Vermillion, and Woodford.

Region V — Illinois counties of Alexander, Bond, Clay, Clinton, Crawford, Edwards, Effingham, Fayette, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jasper, Jefferson, Johnson, Lawrence, Madison, Marion, Massac, Monroe, Perry, Pope, Pulaski, Randolph, Richland, St. Clair, Saline, Union, Wabash,

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## ICTFL BYLAWS

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Washington, Wayne, White, and Williamson.  
(Adopted November 13, 1996)

**Regional Directors:** (Reference to Article VII, Section 12) The Regional Directors shall chair their respective Regional Committee and perform the following duties:

1. To assure that the Region is represented at all meetings of the Board of Directors, the Think Tank, and the Annual Planning Seminar.
2. To submit written and oral reports on regional activities whenever so directed by the Board of Directors.
3. To ensure that all required positions on the Regional Committee—to wit: members who shall be responsible for regional aspects of ICTFL, statewide activities relating to 1) Reporting for the Newsletter, 2) Awards Jury, 3) Professional Awareness, and 4) Nominations—are filled by qualified members and to report its membership to the President-Elect and Executive Director by November 30 preceding the year in which the Regional Director takes office.
4. To submit an annual action plan for certification by, and subject to amendment by, the Board of Directors at the first Board meeting of each calendar year.
5. To submit an annual budget proposal to the Treasurer by December 1 to be included in the Annual Budget and for action, including amendment, by the Board of Directors at the first Board meeting of the calendar year. (Adopted November 12, 1996; revised February 28, 2009; revised August 1, 2014)

**Associate Regional Directors:** (Reference to Article VII, Section 12) The Associate Regional Directors shall assist the Regional Directors in performing all prescribed duties and shall assume the Regional Directors' duties when the latter are unable to perform them. (Adopted November 12, 1996)

### Other Offices

**Executive Director:** (Reference to Article VII, Section 13) The Board of Directors creates the position of Executive Director. The Executive Director shall be designated by the Board of Directors upon recommendation of the Executive Council. The Executive Council shall direct the work of the Executive Director. The Executive Director shall attend all meetings of the Board of Directors and the Executive Council, and shall have responsibility for office

management, business management, grant projects management, membership management, and technical services. The Executive Director shall be the Association's official signatory to all contracts of ICTFL. The annual salary of the Executive Director shall be determined by the Budget Committee with the consent of the Board of Directors. It is agreed that performance will be evaluated on a regular basis and that the Executive Director shall give direction in any search for a qualified successor. (Adopted January 12, 2002)

**Conference Coordinator:** (Reference to Article VII, Section 13) The Board of Directors creates the position of Conference Coordinator. The Conference Coordinator shall be designated by the Board of Directors upon recommendation of the Executive Council. The Executive Council shall direct the work of the Conference Coordinator. The Conference Coordinator shall have responsibility for chairing the Conference Steering Committee, visiting and recommending Conference sites, recommending Conference dates, participating in the selection of the Conference Chairs, being a member of all Conference Planning Committees, making arrangements with and for keynote speakers, working with the Publications Coordinator to develop the Conference Announcement and Program, determining the Conference Budget in consultation with the Committee members, determining the Conference price for registrants in consultation with the Conference Steering Committee, sending all appropriate letters to all parties involved, making program adjustments as needed, and providing guidance and expertise to conference committees and their chairs. The annual stipend of the Conference Coordinator shall be determined by the Budget Committee with the consent of the Board of Directors. It is agreed that performance will be evaluated on a regular basis. (Adopted January 12, 2002; revised August 1, 2014)

**Membership Coordinator:** (Reference to Article VII, Section 13) The Board of Directors creates the position of Membership Coordinator. The Membership Coordinator shall be designated by the Board of Directors upon recommendation of the Executive Council. The Membership Coordinator shall maintain the membership records, provide membership information to the Board as directed, send out membership renewal reminders, and attend ICTFL Conferences, Board Meetings, Planning Seminar and Think Tank to report on membership statistics. The annual stipend of the Membership Coordinator shall

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## ICTFL BYLAWS

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be determined by the Budget Committee with the consent of the Board of Directors. *(Adopted August 1, 2014)*

**Publications Coordinator:** *(Reference to Article VII, Section 13)* The Board of Directors creates the position of Publications Coordinator. The Publications Coordinator shall be designated by the Board of Directors upon recommendation of the Executive Council. The Executive Council shall direct the work of the Publications Coordinator. The Publications Coordinator shall prepare the ICTFL newsletter, *Accents*, serve as Chair of the Publications Committee to edit, design, produce and disseminate publications, work as liaison with the Executive Director and Board of Directors or Executive Council on publications matters, and attend ICTFL Conferences, Board Meetings, Planning Seminar, and Think Tank to accurately report these proceedings in ICTFL publications. The annual stipend of the Publications Coordinator shall be determined by the Budget Committee with the consent of the Board of Directors. *(Adopted February 28, 2009)*

**Webmaster:** *(Reference to Article VII, Section 13)* The Board of Directors creates the position of Webmaster. The Webmaster shall be designated by the Board of Directors upon recommendation of the Executive Council. The Executive Council shall direct the work of the Webmaster. The Webmaster shall keep the website up-to-date and add postings as directed by the President or Executive Director, send e-mail updates to members as directed by the President or Executive Director, develop and maintain special areas of interest on the website, participate in ICTFL conferences and meetings to offer expertise in areas of website management and site improvement possibilities, and serve on the Technology Committee. The annual stipend of the Webmaster shall be determined by the Budget Committee with the consent of the Board of Directors. *(Adopted February 28, 2009)*

**Affiliate Liaison Officer:** *(Reference to Article VII, Section 13)* The Board of Directors creates the position of Affiliate Liaison Officer. The Affiliate Liaison Officer shall be appointed by the President with the consent of the Board of Directors. The Board of Directors shall direct the work of the Affiliate Liaison Officer. The Affiliate Liaison Officer shall facilitate involvement of the Affiliate Members in ICTFL activities, shall seek to improve the Association's services to these Affiliates, and shall advise the Board of Directors on these issues. These issues include, but

are not limited to, awards, nomination of election candidates, news and dates for *Accents*, public awareness issues, membership in ICTFL and its affiliates, and session recruitment for the annual Fall Conference. The Affiliate Liaison Officer shall receive no remuneration for services. *(Adopted January 12, 2002)*

**Regional Liaison Officer:** *(Reference to Article VII, Section 13)* The Regional Liaison Officer shall be appointed by the President with the consent of the Board of Directors. The Board of Directors shall direct the work of the Regional Liaison Officer. The Regional Liaison Officer shall assure that all regions are well represented at all Board meetings and other activities of ICTFL, and shall assure that every Regional Director and Associate Director is well informed of the Bylaws and the intent of the Board of Directors. The Regional Liaison Officer shall receive no remuneration for services rendered. *(Adopted January 12, 2002)*

### Committees

**No Remuneration:** *(Reference to Article IX)* Remuneration shall not be paid to Committee Chairs and/or to Committee Members for performing the responsibilities of their positions. *(Adopted May 5, 2001)*

**Establishment:** *(Reference to Article IX)* Only the Board of Directors shall have the authority to create and dissolve Program Committees. The Program Committees, having been created by action of the Board of Directors, shall exist at the sole discretion of the Board and shall perform their duties in strict conformity to the Board's instructions and the official Mission Statement adopted by the Board for each Committee. Such Committees may be dissolved or redirected at any time the Board determines to do so. The Board of Directors establishes the Program Committees, with structure, membership, and responsibilities as indicated in the following Mission Statements *(Adopted October 20, 2005)*:

**Advocacy Committee:** *(Reference to Article IX)* The Advocacy Committee shall be composed of the Chair or Co-Chairs, appointed by the President, with the consent of the Board of Directors, and up to five additional members named by the Chair(s), and shall 1) monitor the work of the State and National governments regarding relevant initiatives and issues and present reports to the ICTFL Board of Directors and membership; 2) recommend to the

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## ICTFL BYLAWS

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ICTFL Board of Directors and its members appropriate action on relevant issues; 3) present workshops on these topics as requested for local schools, Regional Offices of Education and other organizations; 4) promote advocacy activities at the local, state, regional and national levels; 5) recommend to the ICTFL Board of Directors potential members for major task forces and committees dealing with these concerns; and 6) represent Illinois in advocacy activities at the local, state, regional and national levels, including JNCL-NCLIS. *(Adopted March 5, 2016)*

**Awards Committee:** *(Reference to Article IX)* The Awards Committee shall be composed of the Chair, appointed by the President with the consent of the Board of Directors, one member from each Region named by each Regional Committee and up to five additional members named by the Chair; and shall 1) prepare announcements of the several ICTFL Awards, to include the Distinguished Service Awards for Contributions to Foreign Language Learning, the Presidents Award for Building ICTFL, the ICTFL Paul T. Griffith Teacher of the Year Award, the ICTFL Award(s) for New Foreign Language Teachers, the ICTFL Award(s) for College Foreign Language Teaching Majors, and several Scholarships; 2) assure the dissemination of the aforesaid announcements in a timely fashion to all members-in-good-standing; 3) receive and process the applications and nominations for the awards; 4) identify the persons who deserve to receive the awards according to the announced Judging Criteria; 5) communicate the winners' names to the President and Board of Directors at least three weeks prior to the first public announcement of the recipients' names at the Annual Fall Conference; 6) develop the Ceremony at which the awards are presented; and 7) send a press release on all award winners to the winners' place of employment and to the winners' local media. *(Adopted January 8, 2000; revised August 21, 2004, and January 8, 2005; revised May 9, 2015)*

**Budget Committee:** *(Reference to Article IX)* The Budget Committee shall be composed of the Chair, who shall be the ICTFL Treasurer, the President, the First Vice President, the Second Vice President, the Executive Director, the Associate Treasurer, the Treasurer-Elect, the Associate Treasurer-Elect, and the Conference Coordinator; and shall 1) develop the Annual Budget for consideration by the Board at the first meeting of the year, 2) propose from time to time any needed revisions of the Budget for adoption by the Board, 3) cooperate in the develop-

ment of any reports required by State or Federal law, and 4) conduct fiscal studies when so directed by the Board. *(Adopted January 8, 2000; revised February 28, 2009)*

**Bylaws Committee:** *(Reference to Article IX)* The Bylaws Committee shall be composed of the Chair or Co-Chairs, appointed by the President with the consent of the Board of Directors, and up to five additional members recruited by the Chair(s); and shall 1) compile and organize in a readily accessible form all bylaws and procedures adopted by the Board of Directors, and 2) maintain the bylaws and procedures thus compiled and organized in a current status available for reference when requested by ICTFL Members. *(Adopted January 8, 2000)*

**Conference Steering Committee:** *(Reference to Article IX)* The Conference Steering Committee shall be composed of the Chair, who shall be the Conference Coordinator, the President, the First Vice President, the Fall Conference Chair(s), the Past President, and the Executive Director. If no Conference Coordinator has been named, the position of Chair shall pass to the Fall Conference Chair(s) and then to the Chair(s) of the WinterFest Committee and finally to the Executive Director. The Committee shall 1) identify the sites for the Fall Conference and Winter-Fest about three years ahead of each event and propose the sites for consideration by the Board of Directors; 2) review all recommendations of the Fall Conference or WinterFest Committees and adopt said recommendations or modify them as final decisions; 3) recommend one presentation to the Board of Directors each year for designation as "Best of Illinois" at the Central States Conference on the Teaching of Foreign Languages, as provided in "Involvement with Other Organizations," "Best of Illinois." *(Adopted October 20, 2005)*

**Elections Committee:** *(Reference to Article IX)* The Elections Committee shall be composed of at least three, but not more than five members, including the Chair, who shall be appointed by the President with the consent of the Board of Directors; and shall 1) assure the preparation of the ballot of candidates approved by the Board of Directors and assure its dissemination to all members-in-good-standing by September 23; and 2) tally the ballots received and report the results by October 4 of an election year to the Board of Directors. The Chair of the Elections Committee shall notify candidates who are not successful in the election. The President shall notify

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## ICTFL BYLAWS

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candidates who are successful in the election. *(Adopted January 8, 2000)*

**Fall Conference Committee:** *(Reference to Article IX)* The Fall Conference Committee shall be composed of the Chair or Co-Chairs, who shall be appointed by the President with the consent of the Board of Directors, and at least ten but not more than twenty-five other members jointly selected by the Chair(s), the Executive Director, and the Conference Coordinator; and shall 1) design and conduct the statewide conference for Members on the dates, in the site, and in conformance to the budget designated by the Board of Directors; and 2) submit in a timely fashion all fiscal and other reports required by the Treasurer and the Board of Directors. *(Adopted January 8, 1994)*

**Financial Development Committee:** *(Reference to Article IX)* The Financial Development Committee shall be composed of the Chair or Co-Chairs, appointed by the President with the consent of the Board of Directors, and not more than five additional members to be named by the Chair(s); and shall 1) secure outside funding to cover financial gifts to winners of ICTFL awards, and 2) secure outside funding to support other activities of the Association, contacting any entities and using any means previously approved by the Board of Directors *(Adopted January 8, 2000)*

**FLES Committee:** *(Reference to Article IX)* The FLES Committee shall be composed of the Chair or Co-Chairs, appointed by the President with the consent of the Board of Directors, and up to five additional members named by the Chair(s); and shall 1) keep abreast of national issues relating to Foreign Language in Elementary Schools and report them periodically to the Board of Directors; 2) keep abreast of state issues relating to FLES and propose ICTFL responses to said issues; 3) assume major responsibility for developing a strand of FLES presentations for the annual Fall Conference, 4) organize and conduct or assist in organizing and conducting inservice training programs on significant FLES issues if approved by the Board of Directors; and 5) develop and assure the printing and dissemination of brochures, posters, and similar publications relating to FLES if deemed appropriate by the Board of Directors and if sufficient funding can be identified. *(Adopted January 8, 2005)*

**Foreign Language Week Committee:** *(Reference to Article IX)* The Foreign Language Week Com-

mittee shall be composed of the Chair or Co-Chairs, appointed by the President with the consent of the Board of Directors, and up to five additional members named by the Chair(s); and shall 1) cooperate with Alpha Mu Gamma in the printing and distribution of the National Foreign Language Week poster; 2) compile materials for publications on the celebration of National Foreign Language Week, 3) work with the Office of the Governor of Illinois to obtain a State Foreign Language Week proclamation, and 4) occasionally conduct a session at the Annual Fall Conference to communicate to the participants the importance of National Foreign Language Week and to demonstrate how to observe the celebration in local schools. *(Adopted January 8, 2000)*

**Higher Education Committee:** *(Reference to Article IX)* The Higher Education Committee shall be composed of the Chair or Co-Chairs, appointed by the President with the consent of the Board of Directors, and up to five additional members representing the teaching of foreign languages in Illinois community colleges, colleges, and universities; and shall 1) monitor the status and development of state and national laws and public policies that influence the teaching of foreign languages in Illinois community colleges, colleges, and universities, and recommend actions whenever appropriate to the Board of Directors; and 2) develop and submit a strand of sessions for the Annual Fall Conference that will be of particular interest to members who teach in institutions of higher education, to their students, to student teachers, to their recent graduates who have become teachers, and to teachers who may cooperate with Illinois colleges and universities in the training of student teachers. *(Adopted January 8, 2000)*

**Nominating Committee:** *(Reference to Article IX)* In an election year the Nominating Committee shall be composed of the Chair, appointed by the President with the consent of the Board of Directors, one representative named by each Regional Committee, and one representative of each Affiliate Organization; and shall 1) solicit recommendations for nominations from February through April, respecting the guidelines established by the Board of Directors; 2) at the May meeting of the Board of Directors the Chair of the Nominating Committee shall provide an update of the progress of nominations and begin to collect descriptions of the candidates' qualifications, an electronic photo and a brief statement of their platform or philosophy in a form suitable for dis-

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## ICTFL BYLAWS

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semination to members; 3) formally present the proposed slate for approval at the next regularly scheduled Board meeting following the May meeting, and 4) send copies of the ICTFL Constitution and Bylaws to all candidates before the election takes place. *(Adopted January 5, 1991; revised August 1, 2014)*

**Professional Learning Committee:** (Reference to Article IX) The Professional Learning Committee shall be composed of the Chair or Co-Chairs, appointed by the President with the consent of the Board of Directors, and up to five additional members named by the Chair(s) and shall 1) develop and implement professional learning opportunities for members of the organization in addition to the Fall Conference and WinterFest; 2) create a long-range plan for professional learning for the organization, paying particular attention to current and future trends in language education; 3) develop a budget for such activities in coordination with the Executive Director and the Treasurer; 4) coordinate all events with the Executive Director, Conference Coordinator and Executive Council; 5) serve as a member of the Fall Conference and WinterFest Committees to provide guidance as it pertains to the long-range plan with themes, workshops, speakers or other logistics; and 6) coordinate the professional development hours for ISBE in conjunction with the Executive Director. *(Adopted March 5, 2016)*

**Publications Committee:** *(Reference to Article IX)* The Publications Committee shall be composed of the Chair, who shall be the Managing Editor of the ICTFL Newsletter, and the staff of the Newsletter; and shall 1) edit, design, produce and disseminate the Newsletter; 2) edit, design, produce, and disseminate the printed programs for the Annual Fall Conference and for WinterFest; 3) obtain advertisers for the Newsletter and conference programs; 4) edit, design, produce, and disseminate the announcements for the Fall Conference, WinterFest, and inservice programs; and 5) produce other publications as directed by the Board of Directors. *(Adopted January 8, 1994)*

**Social Networking Committee:** *(Reference to Article IX)* The Social Networking Committee shall be composed of the Chair or Co-Chairs, appointed by the President with the consent of the Board of Directors, and not more than five additional members named by the Chair(s); and shall maintain ICTFL's presence on social media by 1) publicizing ICTFL news, events and items of interest to the members of

ICTFL on social media sites; and 2) disseminating resources related to the teaching and study of world languages, and world language in general, found on the internet through the sharing of links. *(Adopted August 1, 2014)*

**WinterFest Committee:** *(Reference to Article IX)* The WinterFest Committee shall be composed of the Chair or Co-Chairs, appointed by the President with the consent of the Board of Directors, and at least ten but not more than twenty-five other members jointly named by the Chair(s), the Executive Director, and the Conference Coordinator; and shall 1) design and conduct or assist in designing and conducting a statewide conference or workshop or series of training programs for Members on the date (s), in the site(s), and in conformance to the budget designated by the Board of Directors; and 2) submit in a timely fashion all fiscal and other reports required by the Treasurer and the Board of Directors. *(Adopted January 8, 2000)*

### Regional Committees

*(Reference to Article VII, Section 12 and Article IX)* The Board of Directors creates a Regional Committee in each of the ICTFL Administrative Regions established under Article VII, Section 12. Each Regional Committee shall be composed of the Chair, who shall be the Regional Director elected by the Members; the Associate Chair(s), who shall be the Associate Director(s)—that is, the candidate(s) receiving the second largest number of votes in the election for Regional Director—and at least three additional members who shall be named by the Chair and who shall be responsible for regional aspects of ICTFL statewide activities relating to 1) Reporting for the Newsletter, 2) Awards Jury, 3) Professional Awareness, and 4) Nominations. The Regional Committee shall 1) be responsible for the regional aspects of all other statewide activities so identified by the Board of Directors; 2) shall provide a sense of the presence of ICTFL in the Regions through local activities and participation in ICTFL statewide activities and by involving schools and teachers in ICTFL activities, and 3) shall assist directly in ICTFL workshops, conference, and other ICTFL activities located in the Region. The Regional Committee may request assistance in fulfilling any of these responsibilities from ICTFL Headquarters, including but not limited to publicity in the Newsletter, guidance in planning, record-keeping, and fiscal details. *(Adopted January 8, 2000)*

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## ICTFL BYLAWS

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### Task Forces

**Creation:** (Reference to Article IX) The Board of Directors may create one or more committees, to be known as Task Forces, which shall have the authority to investigate and implement plans and projects authorized by the Board that are of a short term nature. The President shall appoint the chair and other members of each Task Force, with the consent of the Board of Directors. (Adopted January 8, 2000)

### Involvement with Other Organizations

**Membership:** The Board of Directors shall vote to determine whether or not ICTFL should become an affiliate member of another organization. Upon approval by the Board of Directors, the Treasurer may be authorized to pay any required fees. Such memberships subsequently shall be reviewed each year by the Board of Directors to determine whether the affiliation should continue. (Adopted November 12, 1996)

**Representation:** The President shall be the Association's official liaison to any organization to which ICTFL becomes affiliated. The President shall attend the Delegate Assembly of the Central States Conference and the Delegate Assembly of ACTFL as an official representative of ICTFL. The First Vice President shall attend the Delegate Assembly at the annual ACTFL conference and the Delegate Assembly of the Central States Conference with the President. The President, with the consent of the Board of Directors, shall designate ICTFL's representative(s) in any other organization, such as JNCL-NCLIS, according to the rules governing that organization. If alternate representation is necessary, the President will name another Member-in-Good Standing to represent the Association. The Board of Directors shall express its endorsement and financial support of any alternate representative. (Adopted November 12, 1996; revised February 28, 2009; revised August 1, 2014)

**"Best of Illinois":** The Conference Steering Committee, after careful review of the evaluations from the most recent ICTFL conference, shall recommend one presentation to the Board of Directors each year for designation as "Best of Illinois" at the Central States Conference on the Teaching of Foreign Languages. Final selection of the candidate(s) shall be made by vote of the Board. Following the presentation of this session at Central States as "Best of Illinois," up to three presenters may each receive from ICTFL a reimbursement of the Early

Registration to attend the Central States Conference. (Adopted October 20, 2005; revised May 5, 2012)

**Central States Extension Workshop:** The Executive Council shall recommend one or more candidates to the Board of Directors each year for designation as the ICTFL participant(s) in the Central States Extension Workshop at the Central States Conference. Final selection of the candidate(s) shall be made by vote of the Board. Following participation in this workshop, up to three participants may each receive from ICTFL a reimbursement of the Early Registration to attend the Central States Conference. In exchange for this monetary support, the participant(s) will present the Extension Workshop at an ICTFL event. (Adopted October 20, 2005; revised May 5, 2012; revised May 9, 2015)

**Central States Leadership Workshop:** The Executive Council shall recommend one or more candidates to the Board of Directors each year for designation as the ICTFL participant(s) in the Central States Leadership Workshop at the Central States Conference. Final selection of the candidate(s) shall be made by vote of the Board. Following participation in this workshop, the participants may each receive from ICTFL a reimbursement of the Early Registration to attend the Central States Conference. (Adopted October 20, 2005; revised May 5, 2012)

**Candidates for ACTFL and Central States:** The Board of Directors shall actively seek opportunities to nominate qualified candidates for office in ACTFL and Central States Conference. Priority shall be given to ICTFL members who live and/or teach in Illinois. Only the Board of Directors has the authority to endorse candidates on behalf of the association. Persons who seek to be nominated by ICTFL should forward a letter of intent to ICTFL Headquarters, together with their *curriculum vitae* and any other documents required by the nominating process of either organization. Alternatively, if the potential candidate is sponsored by another member, this sponsor may write the letter of intent, prepare or assist in preparing the documents, and forward them to ICTFL Headquarters. When an applicant or his/her sponsor has furnished all required documentation, the Executive Director shall send copies to the Board of Directors and place the request on the agenda for the next Board meeting, in consultation with the President. All requests for which complete documentation is received shall be forwarded in this

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## ICTFL BYLAWS

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way to the Board of Directors. If two-thirds of the Directors present at an official Board meeting vote in favor of nominating an applicant, the President shall send a letter declaring that ICTFL endorses the nomination, together with all required documentation, in a timely manner, to the organization concerned. ICTFL shall support the election of such candidates in appropriate ways. If the Board of Directors does not approve the request as described, the applicant shall not be endorsed by ICTFL for the office in question during the current calendar year.

### Financing of Awards

Illinois Council shall be responsible for publicizing the availability of all ICTFL awards. The fees for attending the banquet or ceremony at which awards are presented shall be covered by the ICTFL treasury for the award winners, but not for guests or any others. The costs of hotels, meals and other expenses of travel to the awards ceremony or to the locations where the benefits are delivered shall not be the responsibility of ICTFL, but are at the expense of the winner or other agents. The latter include travel, hotel, meals, and other expenses involved with attending conferences and workshops given as part of the award, and to countries or locations associated with scholarships. *(Adopted January 8, 2005)*

**Other costs associated with the ICTFL Awards Program shall be financed as follows:**

**The Awards for Distinguished Service to Foreign Language Learning:** The costs, which include for each winner a commemorative certificate, registration for WinterFest and for Friday and Saturday of the Fall Conference including two lunches and the Awards Banquet, and one year's membership in Illinois Council, shall be covered entirely by the ICTFL treasury. *Adopted January 8, 2005; revised July 31, 2016)*

**The Presidents Awards for Building ICTFL, in honor and memory of the service of past presidents:** The costs, which include for each winner a \$100 cash gift, a commemorative plaque, lifetime membership in the Illinois Council, and complimentary registration for all ICTFL conferences and one-day workshops for one year, shall be borne entirely by the ICTFL treasury. *(Adopted January 8, 2005; revised February 28, 2009; revised May 9, 2015)*

**The ICTFL Award(s) for College Foreign Language Teaching Majors:** The costs, which include for each winner a commemorative certificate, registration at the student rate for WinterFest and for Friday and Saturday of the Fall Conference including two lunches and the Awards Banquet, and one year's membership in Illinois Council, shall be covered entirely by the ICTFL treasury. *(Adopted January 8, 2005; revised May 9, 2015)*

**The ICTFL Award(s) for New Foreign Language Teachers:** The costs, which include for each winner a commemorative certificate, registration for WinterFest and for Friday and Saturday of the Fall Conference including two lunches and the Awards Banquet, and one year's membership in Illinois Council, shall be covered entirely by the ICTFL treasury. *(Adopted January 8, 2005; revised February 28, 2009; revised May 9, 2015; revised July 31, 2016)*

**The Cemanahuac-ICTFL Scholarship:** All costs for prizes shall be paid by the Cemanahuac Educational Community. ICTFL shall not be responsible for the winner's travel to or from or in Mexico. *(Adopted January 8, 2005)*

**The Universidad-Internacional Center for Bilingual Multicultural Studies-ICTFL Scholarship:** All costs for prizes shall be paid by the Universidad Internacional. ICTFL shall not be responsible for the winner's travel to or from or in Mexico. *(Adopted August 1, 2014)*

**The Fund for the Future:** The Fund for the Future can be used for (1) FFF Scholarships, (2) support for Teacher of the Year, and (3) additional support for advocacy. The Fund for the Future Scholarships shall be awarded to pre-service through fifth year teachers who apply for partial reimbursement of registration fees for an ICTFL conference or workshop. An applicant can receive a scholarship once as a pre-service teacher and once as a beginning teacher. OPI workshops are not included in this scholarship funding. The number of scholarships shall depend on the yearly proceeds from the Fund for the Future and the number of applications. The applicant must be an ICTFL member. *(Adopted August 1, 2014; revised May 7, 2016)*

**The ICTFL Paul T. Griffith Teacher of the Year Award:** The recipient shall be a member in good standing in ICTFL and shall represent Illinois in the Central States Teacher of the Year competition. The ICTFL Teacher of the Year may receive from ICTFL a

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## ICTFL BYLAWS

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reimbursement of the Early Registration to attend the Central States Conference and compete for CSC Teacher of the Year. Additional costs, which include for each winner a commemorative plaque, registration for WinterFest and for Friday and Saturday of the Fall Conference including two lunches and the Awards Banquet, and one year's membership in Illinois Council, can be covered by the Fund for the Future. (*Adopted August 1, 2014; revised May 7, 2016*)