



Constitution of the Foreign Language Educators of New Jersey

Article I: Name

The name of this organization shall be the Foreign Language Educators of New Jersey, hereinafter referred to as FLENJ.

Article II: Purpose

The purpose of FLENJ shall be to provide leadership in world language education, promote the study of world languages and cultures and engage in activities consistent with the status of an educational and charitable organization as defined in Sec. 501(c)(3), or any successor provision thereto, of the Internal Revenue Code and the Laws of the State of New Jersey, providing opportunities for individual professional growth of world language teachers through workshops, meetings, and other professional events. FLENJ shall represent its membership and coordinate with the New Jersey Department of Education and other educational agencies in the furtherance of the aforementioned purposes.

II (a). Establishment of Authority

FLENJ shall have the sole authority to establish the substantive and procedural rules of the organization.

II (b). Associations

FLENJ is a constituent member association of the National Federation of Modern Language Teachers Association (NFMLTA), the Northeast Council on Teaching of Foreign Languages (NECTFL), a constituent of the American Council on Teaching Foreign Languages (ACTFL), the Joint National Committee for Languages-National Council for Languages and International Studies (JNCL-NCLIS) and an affiliated special interest group of the New Jersey Education Association (NJEA.) FLENJ may add other associations upon approval of the Board of Directors.

Article III: Governance

III (a). The Elected Officers

The elected officers shall include:

- President
- President-elect
- Immediate-past president
- Vice-president of Programs
- Vice-president of Membership
- Secretary
- Treasurer

The elected officers comprise the Executive Committee. All elected officers shall be appropriately bonded.

III (b). Election of Officers

There shall be a Nominating Committee consisting of a Chair and no fewer than an additional three members who shall serve for terms of one year. The Immediate Past President serves as the chair and shall select the other members of the Nominating Committee, subject to approval of the Executive Committee. The Nominating Committee members shall not be members of the Board of Directors who are-eligible for reelection, except for the President who shall be an exofficio member of the Nominating Committee. The Nominating Committee shall present a slate of candidates to fill Officer positions up for reelection.

A slate of candidates for the offices of President-Elect, Vice President of Programs, Vice President of Membership, Secretary, and Treasurer shall be prepared by the Nominations Committee and shall be presented to the Board of Directors for its approval. The nominating committee shall select a slate consisting of one nominee for each elected office in the current election cycle. The election cycle will be staggered to allow for continuity. In even years, the positions of Vice President of Membership and Secretary will be up for reelection and in odd years the positions of Vice President of Programs and Treasurer will be up for reelection. The slate of nominees shall be published on the FLENJ Website 30 days prior to the election. Election shall be by electronic single-slate ballot of the members in good standing. Election shall be made by a majority vote of all FLENJ members who vote. Officers shall assume their duties at the next board meeting following the election.

In the event of a vacancy in any office except the presidency, the President, with the input from the Executive Committee, shall appoint a replacement who will serve for the remainder of the term. Should the office of the president be vacated, the president-elect shall immediately assume the presidency. If the unexpired term is less than twelve months, the tenure of the president shall last until the next regular election and shall continue for two years thereafter. If the unexpired term is greater than twelve months, the president shall hold office only until the next regular election.

III (c). Tenure of Elected Officers

The tenure of the President shall be for two years with no option for reelection. The President will serve for two years following election as the President-Elect and two years following the term as President in the role of Immediate Past President. The tenure of the Vice President of Programs, the Vice President of Membership, and the Secretary shall be for two years with the possibility of reelection, limited to two consecutive terms. The tenure of the Treasurer shall be for two years, with the possibility of reelection, limited to three consecutive terms. The Immediate Past President shall hold no other elected office.

In accordance with the terms for board members, elected officers shall cycle off the board at the end of their last elected term.

III (d). Board of Directors

The Board of Directors is the policy-making body of FLENJ and shall consist of the Executive Committee of FLENJ and 10 Directors.

The Board will consist of:

1. At least two representatives from New Jersey colleges and universities.
2. At least two teacher representatives from secondary education.
3. At least two teacher representatives from elementary education.

4. At least two representatives from administrative roles.

Every attempt will be made to balance the composition of the Board regarding geographic location, level of instruction, professional responsibilities and language diversity. FLENJ respects the need to ensure ethnic, racial, and gender diversity on its Board. The Board of Directors shall meet no fewer than three times annually. Special meetings of the Board may be requested by the Executive Committee. Each Director shall be entitled to one vote on items presented for a vote. Decisions shall be by simple majority vote.

Responsibilities of the Directors shall include but not be limited to:

1. Representative(s) to national/state affiliate groups
2. Historian/Sunshine
3. Awards (professional and student)
4. Scholarships
5. Advocacy
6. Professional Development Planning and Implementation
7. Representative to the New Jersey Department of Education
8. Additional positions deemed necessary by the President and/or the Board.

III (e) Election of Members of the Board of Directors

Nominees for open positions for Board of Directors members can be made by any member of the organization.

Nominees to the Board of Directors must be members of FLENJ in good standing. The nominating committee will accept nominations and bring them to the Board of Directors for a vote. The vote will take place at the Board of Directors meeting preceding the Annual Conference. Best efforts shall be expended to ensure that approximately one-third of the terms of office on the Board of Directors shall expire annually. Directors shall assume their duties at the next board meeting following the Annual Conference.

III (f) Tenure for Board of Directors Members

The tenure of the Directors shall be for three years, with the option for re-election to one additional term.

III (g). Executive Committee

The Executive Committee shall consist of the President, the President-Elect, the Immediate Past President, the Vice President of Programs, the Vice President of Membership, the Secretary, and the Treasurer.

The Executive Committee shall act for the Board of Directors when the Board is not in session and shall report actions taken as a committee at the next meeting of the Board. It shall also act in an advisory capacity to the President. The Executive Committee shall meet prior to a regularly convened meeting of the Board of Directors and as needed.

III (h). Organizational Manager

The Organizational Manager shall perform various tasks assigned by the President to ensure smooth running of the organization. The Organizational Manager may be hired as a contractor by the Executive Committee with input from the Board of Directors and shall be directly responsible to the Executive Committee. This appointment shall be reviewed annually by the Executive Committee with input from the Board of Directors.

III (i). Consultants and Service Providers

As needed, the Executive Committee, in consultation with the Board of Directors, may contract with experts to provide necessary services.

III (j). Appointed Positions

In the event of a vacancy, the President, in consultation with the Executive Committee, will appoint a replacement to complete the term.

III (k). Committee Establishment

Committees may be established by the Executive Committee with procedures approved by the Board of Directors.

Article IV: Meetings

IV (a). Membership

There shall be at least one annual meeting of the membership during the academic year.

IV (b). Board of Directors

There shall be no fewer than four Board of Directors meetings during the academic year, with said meeting dates to be approved by the Board of Directors at least three months in advance of the date suggested. All business meetings shall be conducted according to the latest edition of ROBERT'S RULES OF PARLIAMENTARY PROCEDURE, provided that such do not conflict with any provision of the Constitution or bylaws of FLENJ. *Any elected member of the FLENJ Board of Directors who fails to maintain membership in FLENJ or does not attend three Board meetings within a year and the Annual Conference (at least one day) for reasons judged insufficient by a 2/3 majority of the Board of Directors shall be removed from the Board of Directors.*

IV (c) Executive Committee

The Executive Committee shall meet prior to a regularly convened meeting of the Board of Directors and as needed.

Article V: Amendments and Revisions

V (a) Constitution

Any member of FLENJ may propose amendments to or revisions of the Constitution by sending proposals to the Board of Directors. The Constitution may be amended or revised at any time by a majority vote of all members present at the annual meeting. All revisions must first be approved by simple majority of the Board of Directors. Revisions will then be published for the consideration of all members prior to the vote of the membership. The proposed amendment to, or revision of, the Constitution must be approved by the Board of Directors no later than 60 days prior to voting, whether by electronic means or in person at the annual meeting. The amendment to, or revision of, the Constitution shall be placed on the agenda of the Annual Business Meeting. A majority vote of the members present at the Annual Business Meeting shall be required for any amendment to, or revision of the Constitution.

V (b). bylaws

Any member of FLENJ may propose revisions to the bylaws through the Board of Directors. Proposed revisions to the bylaws shall be ratified upon receiving a majority vote by the Board of Directors. The approved revisions to the bylaws shall become effective at the next regularly scheduled meeting of the Board of Directors.

V (c). Special Powers

Any power not specifically delegated by this Constitution to the officers or membership of FLENJ, which power shall be necessary and proper to allow FLENJ to meet its goals or perform its obligations, shall be proposed to the Executive Committee and, with the advice and consent of the Board of Directors instituted.

VI. NON-DISCRIMINATION POLICY

With respect to equal employment, service, volunteer and membership opportunities and benefits, it is the policy of the Foreign Language Educators of NJ not to discriminate on the basis of age, sex, race, color, national or ethnic origin, religion, disability, sexual orientation or gender identity.



Bylaws of the Foreign Language Educators of New Jersey

Mission Statement

FLENJ supports the community of world language professionals by advancing policy and practice.

Vision Statement

FLENJ envisions a New Jersey of multilingual global citizens who collaborate and connect to the world as a result of meaningful world language experiences

Article I: Membership

I (a). The membership year shall extend from January 1 to December 31.

I (b). Classes of Membership and Annual Dues

- Regular Member - \$40
- Regular Two-Year Member - \$70
- Regular Three-Year Member - \$90
- Retired - \$5
- Full-time Student - \$20

I (c). Membership in Good Standing

Members who pay their dues by December 31 for the succeeding year shall be members in good standing with respect to dues. Members who have not paid their dues by December 31 for the succeeding year shall not be included on the membership rolls. They shall no longer be entitled to the privileges of membership until reinstated upon payment of dues.

Article II: Governance

II (a). Qualifications of Officers

The President, President-Elect, Vice President of Programs, Vice President of Membership, Secretary, and Treasurer shall have had the experience of teaching foreign languages or preparing teachers of foreign languages and shall be members of the Board of Directors.

II (b). Elected Officers

Newly-elected officers shall begin their term as of the first Board of Directors meeting following the annual conference.

II (c). Duties of Officers

PRESIDENT

The President of FLENJ will provide leadership to further the mission and the vision of the organization. The President is responsible for:

1. Overseeing the operation of the organization;
2. Leading FLENJ Board meetings, preparing agendas, and reviewing/disseminating minutes and other information;
3. Bringing issues to the Board for discussion and vote;
4. Planning the annual meeting calendar with the Board;
5. Appointing members to positions if a vacancy occurs on the Executive Board between elections;
6. Appointing members to standing committees as needed;
7. Mentoring new Board members;
8. Maintaining channels of communication with members of the Board;
9. Leading the Board's strategic planning;
10. Clarifying organizational policies;
11. Reviewing job descriptions on the Board and proposing adjustments when necessary;
12. Maintaining communication with the webmaster and the webmaster liaison on the Board, to ensure that the website is accurate and up-to-date;
13. Collaborating with the immediate past president to ensure a smooth beginning of her/his term of office;
14. Mentoring the president-elect to ensure a smooth transition at the end of his/her term of office.
15. Advocating for world language education at the state and national levels;
16. Keeping the membership informed through all appropriate means of communication;
17. Addressing the participants at the FLENJ annual conference;
18. Recognizing publicly those whose contributions have benefitted world language education;
19. Liaising and collaborating with other professional world language organizations both in the state and nationally/internationally;
20. Representing FLENJ at ACTFL and NECTFL as well as other appropriate venues;
21. Liaising and collaborating with other educational organizations;
22. Liaising and collaborating with the NJDOE and with the NJDOE Liaison on the FLENJ Board;
23. Collaborating with institutions of higher education in the State on issues related to world language education;
24. Communicating with the press regarding FLENJ activities

IMMEDIATE PAST PRESIDENT

The Immediate Past President will assist the president in furthering the mission and the vision of the organization. The Immediate Past President is responsible for:

1. Collaborating to ensure a smooth beginning to a new president's term of office;
2. Assisting the president in mentoring the president-elect to ensure a smooth transition at the end of the president's term of office;
3. Assisting, at the president's request, with any of the tasks involved in overseeing the operation of the organization;
4. Assisting, at the president's request, with any of the tasks involved in conducting the Board meetings;
5. Suggesting to the president individuals to appoint for Executive Board vacancies and for non-elected positions on the Board;
6. Mentoring new Board members;
7. Assisting the president in strategic planning;
8. Assisting the president in clarifying organizational policies and in keeping track of organizational history and practices;
9. Assisting the president in advocating for world language education at the state and national levels;
10. Collaborating with the president and president-elect to represent FLENJ at ACTFL and NECTFL;
11. Assisting, at the president's request, in communication with the Press;

12. Assisting, at the president's request, in liaising and collaborating with other professional world language organizations, with other educational organizations, with the NJDOE, and with institutions of higher education in the state on issues related to world language education.

PRESIDENT-ELECT

The President-Elect will assume an active role in furthering the mission and the vision of the organization. The President-Elect is responsible for learning the job of the president; in order to become an effective president, the President-Elect must work closely with the president and with the immediate past president. The President-Elect is responsible for:

1. Collaborating with the president to learn about responsibilities, to ensure a smooth transition at the end of the president's term of office;
2. Collaborating with the immediate past president;
3. Chairing the Constitution and bylaws Committee
4. Assisting, at the president's request, with any of the tasks involved in overseeing the operation of the organization;
5. Assisting, at the president's request, with any of the tasks involved in conducting the Board meetings;
6. Learning to organize and lead the Board meetings;
7. Assisting the president in strategic planning;
8. Learning from the president about organizational policies and about organizational history and practices;
9. Assisting the president in advocating for world language education at the state and national levels;
10. Collaborating with the president and immediate past president to represent FLENJ at ACTFL and NECTFL;
11. Assisting, at the president's request, in communication with the Press;
12. Assisting, at the president's request, in liaising and collaborating with other professional world language organizations, with other educational organizations, with the NJDOE, and with institutions of higher education in the state on issues related to world language education.

TREASURER

The FLENJ Treasurer's responsibilities include:

1. Maintaining FLENJ's financial records;
2. Chairing the Budget Committee;
3. Maintaining FLENJ bank account and account records;
4. Depositing FLENJ income from professional development workshops and membership dues;
5. Transferring monies from PayPal to FLENJ accounts when warranted;
6. Making recommendations to the Board on how to invest surplus monies;
7. Writing checks to pay bills and to award stipends;
8. Exercising sole authority over the FLENJ credit card;
9. Maintaining credit card records;
10. Keeping accurate records to be shared with the FLENJ tax accountant;
11. Communicating and meeting with the accountant as necessary to follow tax law and file taxes;
12. Generating a report for each Board meeting indicating the bank balance and recent financial transactions;
13. Responding to questions from the Board concerning finances;
14. Maintaining reimbursement receipts and invoices from all Board members, presenters, vendors;
15. Calculating profit/loss from all professional development workshops and conferences throughout the year.

SECRETARY

The FLENJ Secretary is responsible for:

1. Taking notes at Executive and Board of Director meetings for eventual preparation of the minutes;
2. Keeping accurate records of meeting motions, discussions and votes;
3. Developing the draft minutes following each Board meeting and submitting them to the president, president-elect, and immediate past president for review;
4. Prior to a meeting, disseminating the draft minutes of the last meeting to the Board for additions and corrections;
5. Amending the minutes as necessary if the Board indicates through discussion or vote that approval of the previous meeting's minutes requires changes.

VICE PRESIDENT FOR MEMBERSHIP

The Vice President for Membership is responsible for:

1. Ensuring accurate records of membership status and for informing members of their status;
2. Ensuring the collecting of dues in coordination with the Organizational Manager and the Webmaster;
3. Attracting and maintaining a strong membership base;
4. Ensuring the recording, tracking, and maintenance of membership database;
5. Maintaining a database of school addresses;
6. Answering queries regarding membership;
7. Coordinating campaigns for renewal reminder notices;
8. Designing member recruitment materials;
9. Liaising with committee heads regarding eligibility of awards and contest winners;
10. Coordinating with conference and workshop registrar to determine participant pricing status for FLENJ events;
11. Preparing membership reports;
12. Reviewing member benefits to meet the demand and need of the membership;
13. Taking proactive measures to attract and retain members.

VICE PRESIDENT FOR PROGRAMS

The Vice President for Programs is responsible for:

1. Coordinating and promoting all FLENJ professional development;
2. Organizing and coordinating the FLENJ annual conference;
3. Overseeing the professional development workshop series;
4. Overseeing the NJEA Convention;
5. Supporting FLENJ's mission and vision to use professional development opportunities to advance practice as well as policy.

II (d) Board of Directors (in accordance with section III of the constitution)

Nominees for Directors shall have demonstrated active leadership on FLENJ Committees, Workshops and other activities of the organization. They shall be members in good standing for at least two consecutive years including the year of nomination. The Nominations Committee shall use its best efforts to provide a balance of representation on the Board of Directors from institutions of elementary, secondary and higher education.

A slate of candidates for each vacancy on the Board of Directors shall be proposed by the Nominations Committee and shall be presented to the Board for its approval. A summary of the Curriculum Vitae of each candidate shall be shared with the Board of the Directors.

In the event a Director is unable to complete a term of office for any reason whatsoever, a replacement shall be appointed by the President in consultation with the Executive Committee to serve the unexpired term of office. In the event said unexpired term shall be less than eighteen months, the appointed Director shall be eligible for election immediately upon the expiration of that term of office. Any elected Director who fails to maintain membership in FLENJ or fails to attend three Board meetings may be asked to resign.

II (e). Quorum

A simple majority shall constitute a quorum for Board of Directors meetings.

Article III: Committees

Committee Chairs shall be appointed by the Executive Committee, with input from the Board of Directors. All committees shall strive to be representative of all areas of the state, all levels of instruction and of all types of schools, where appropriate. Board Members will serve on at least two committees each year. Each committee chair will maintain a log of the position's responsibilities to facilitate transition to subsequent chairs.

Programming

The VP of Programs appoints chairs for and serves on all of the following committees:

- *Annual Conference Planning* – Shall set theme, plan logistics, promote, and coordinate all aspects of the Annual Conference.
- *NJEA Convention Planning* – Shall liaise with NJEA, plan logistics, promote, and coordinates all aspects of FLENJ's participation at the NJEA Convention
- *Professional Development Workshops* – Shall plan logistics, promote, and coordinate all aspects of the professional development workshop series based on membership interest and Board of Directors' suggestions

Membership

The VP of Membership appoints chairs for and serves on all of the following committees:

- *Membership Development* – Shall develop and implement plans to recruit new members as well as promote the active participation of all current members.
- *Awards* – Shall promote, recruit nominees and select recipient(s) according to established criteria. The names of the recipients will be reported to the Board of Directors.
- *Mentor Program* - Shall promote the Mentor Program, coordinate the application process, recruit mentors, plan and conduct all meetings and activities throughout each mentor program year. The names of the recipients will be reported to the Board of Directors.

Shared Committees

- *Nominating* – Shall develop and propose a slate of nominees to the Officer positions and members of the Board of Directors in accordance with the guidelines set forth in the constitution. The Immediate Past President serves as Chair of this committee.
- *Advocacy* – Shall apprise the membership of impending state and federal legislation affecting world language education and shall develop and implement strategies that will influence lawmakers regarding issues affecting world language education. Shall provide advocacy training to the membership to promote world language policies.
- *Budget Committee* – Shall prepare, monitor and review annual and long term financial plans for the Association. The Treasurer serves as Chair of this committee. The Budget committee meets annually (during the late spring or summer) to discuss and plan a budget outline for the following fiscal (calendar) year utilizing the previous budget and actual income and expenditures as a basis for development. This budget is shared with the Executive Committee and then presented at the first fall board meeting to the full board for approval. The new budget year begins each January and runs through December.
- *Constitution and Bylaws Review Committee* – Shall initiate and/or review recommendations to the Board of Directors for changes to the Constitution and/or bylaws. The President Elect serves as Chair of this committee. All changes must be voted on in accordance with the guidelines set forth in the constitution.

FLENJ Organizational Chart

