Maryland TESOL CONSTITUTION

Article I. Name and Location

The name of the Association shall be Maryland TESOL (Teachers of English to Speakers of Other Languages). It shall meet in the Maryland area as the Executive Board directs.

Article II. Purpose

Maryland TESOL is a professional, nonprofit association whose purposes are to disseminate information, to strengthen instruction and research at all levels of teaching of English to speakers of other languages or dialects, to provide leadership in professional concerns, to promote scholarship, and to cooperate in appropriate ways with other groups having similar concerns.

The Association shall establish and maintain contact and affiliation with the international organization of TESOL.

This association is organized exclusively for educational purposes, including the making of distributions to organizations that qualify as exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. The Association shall not carry on any activity prohibited to an organization exempt pursuant to the provisions of IRC Section 501(c)(3).

All monies of this Association shall be disbursed only in support of the purposes of this Association and shall not be disbursed to any member for his or her own private gain.

Monies may be disbursed only with the approval of the Board or a majority of the members in good standing present at a business meeting.

Article III. Vision

Maryland TESOL envisions a state in which English Learners (ELs) accomplish their dreams through the power of diversity and education.

Article IV. Mission

Maryland TESOL provides learning and networking opportunities to advance the English language teaching profession and the success of English Language Learners (ELLs).

Article V. Values and Principles

- **Education**: As a vehicle of empowerment
- **Diversity**: Appreciation of cultural and linguistic diversity
- **Quality**: Teacher development/support/best practices/knowledge/integrity
- **Collaboration**: Professional networking, advocacy, communication (across the state), global connectedness, inclusive environment/community

Article VI. Goals

I. Serve Professional Community

- Network
- Share knowledge and expertise
- Provide professional learning opportunities
- Keep Maryland educators abreast of advances in the field
- Recognize educators' involvement and professional contributions

II. Advocate

- Advocate for ELLs, professionals and the field
- Support/Inform policy and practice to increase equity in educational opportunities

III. Promote the Language Development of ELLs in Maryland

- Support best practices
- Provide leadership opportunities in TESOL

Article VII. Membership

Anyone who is interested in the education of speakers of other languages is eligible for membership. Members in good standing are those who have paid their dues. The membership year shall begin at the date of registration and expire the same date the following year.

Dues shall be paid annually in an amount to be determined by the majority of the Board.

Article VIII. Board

a. Definition and Duties of the Executive Board

The Executive Board consists of a President, a First Vice-President, a Second Vice-President, a Past President, a Secretary, and a Treasurer. The First Vice-President shall succeed to the Presidency, and the Second Vice-President shall succeed to the First Vice-Presidency. The President shall success to the Past Presidency. The term of office for the elected officers shall be one year, from the close of one Annual Meeting to the close of the next Annual Meeting. Presidents may not serve successive terms. The Treasurer and Secretary may serve multiple terms if approved for continuation of office at the Spring Dinner & Annual Meeting. Candidates for office must have served a minimum of one year on the Board and be members in good standing of Maryland TESOL.

b. Definition and Duties of the Board

The Board consists of the members of the Executive Board, the Chairs and Chairs-elect from each Interest Section, the Technology & Digital Communication Coordinator, and the Newsletter Editor and Co-Editor. The Board shall provide broad guidance and long-range planning for the Association and control its funds. The Board shall direct the work of the Association under the general policies determined by the membership.

The President shall preside at all business meetings of the Association and at all meetings of the Board and Executive Board. The President shall serve as the Liaison Officer between Maryland TESOL and International TESOL. The President must be a member in good standing of International TESOL. The President shall appoint such special and standing committees as the Board deems necessary to the efficient operation of the Association. The President shall oversee the functioning of all special and standing committees not otherwise delegated herein. The President shall oversee the Association's archives with the Secretary.

The First Vice-President shall submit annual reports and copies of relevant documents to International TESOL. In the absence of the President, the presidential duties shall be assumed by the First Vice-President, who may be succeeded by the Second Vice-President. The First Vice-President must be a member in good standing of International TESOL. The First Vice-President is the Conference Chair of the Annual Maryland TESOL Fall Conference. He or she shall serve as Parliamentarian.

The Second Vice-President shall be responsible for planning the Spring Dinner & Annual Meeting. The Second Vice-President is the

Co-Chair of the Annual Maryland TESOL Fall Conference. He or she shall coordinate the scheduling of the Interest Sections' events.

The Past President shall assume the role of the Outreach & Marketing Specialist following his/her Presidency and may chair committees as directed by the President.

The Secretary shall take the minutes and maintain the Association's archives, shall notify Board members of all Board Meetings, and shall handle correspondence as directed by the President and the Board.

The Treasurer shall be responsible for conducting and recording all financial business of the Association. At the Spring Dinner & Annual Meeting, the Treasurer shall present to the membership an annual written financial report. The Treasurer shall present a proposed annual budget at the first board meeting.

There shall be two representatives from each Interest Section (IS). The Interest Sections are the Adult Education, Advocacy, Elementary Education, Graduate Student, Higher Education, Secondary Education, and Teacher Education Interest Sections. The Interest Section representatives shall be a Chair and Chair-Elect. Each shall serve one-year terms. The Chair-Elect will succeed to Chair. The Chair-Elect will be elected on alternate years. If there is a vacancy, the President may appoint an Interest Section representative for the remainder of the year. The representatives shall advocate for their respective Interest Section.

The Advocacy IS will respond to ESL/ESOL issues brought up by members and initiate the drafting of position papers. The Advocacy IS will distribute a draft of any position paper to the general membership and the Board for feedback. The Advocacy IS will review feedback received and revise the proposed position paper(s). Once agreed on by the Chair and Chair-Elect, they are sent to the Board for final approval that requires a vote of 75% in favor. A position paper approved by the Board is the basis for actions planned by the Advocacy IS. Actions deemed urgent by the Advocacy IS can be presented to the Board for its approval which constitutes 75% of board respondents.

The Newsletter Editor and Co-Editor ("Editors") shall be responsible for publication of the Newsletter at intervals determined by the Board. The term of office for the Editors is one year, but the Editors may serve multiple terms if approved for continuation of office at the Spring Dinner & Annual Meeting

There shall be one Technology & Digital Communication Coordinator who shall be responsible for monitoring communication with membership and generating reports. The term of office for the Technology and Digital Communication Coordinator is one year, but the Technology and Digital Communication Coordinator may serve multiple terms if approved for continuation of office at the Spring Dinner & Annual Meeting.

c. Vacancies

Vacancies (except Past President) should be filled by an appointment of the President in accordance with the qualifications required for said vacancy and with the approval of the Executive Board. If the office of the President becomes vacant, the First Vice-President shall serve as President for the remainder of that term and may succeed himself/herself for the Presidency for the following year. Any appointee to the office of the First Vice-President shall not be considered President-elect.

d. Voting

All members of the Board shall have the right to vote. All members of the Executive Board except the Secretary shall have the right to vote on Executive Board decisions. A vote shall take place when a quorum of 50% of the Board is reached either at a meeting or via an online platform. A majority vote shall be considered as binding for all Board decisions.

e. Attendance

The Board shall consider it a duty of office to attend all board meetings, the Annual Maryland TESOL Fall Conference, and Spring Dinner & Annual Meeting. If a board member has two unexcused absences from board meetings, the board member is to receive a warning from the President. If a board member has three unexcused absences from board meetings, the board member is to be dropped from the board. Acceptance of excuses will be solely the purview of the President and will depend on two things: the nature of the life event that is interfering with attendance, and the diligence with which the board member continues to try to meet his or her obligations on the Board.

Article IX. Committees

a. Standing Committees

i. Nominating Committee

The Nominating Committee shall consist of the President, the Past President, and a representative (appointed by the President) from each Interest Section.

ii. Finance Committee

The Finance Committee shall consist of the President, the First Vice-President, the Second Vice-President, and the Treasurer. The committee shall assist the Treasurer in reviewing the collection and disbursement of funds and assist in preparation of the budget for the following year.

b. Ad Hoc Committees

The President with Board approval shall establish Ad Hoc committees.

Article X. Elections & Nominations

a. Elections

The election of officers shall be by closed ballot of members in good standing present during the Annual Meeting and shall include proxy, mail-in, and electronic votes received prior to the Meeting. A majority vote shall determine all elected officers. In all cases, the election results shall be made final prior to the conclusion of the Annual Meeting. All candidates for office must be members in good standing of Maryland TESOL.

b. Nominations

This Nominating Committee shall present a slate of candidates for office with a short resume for each nominee to the Secretary for distribution to all members in good standing at least 30 days before the Spring Dinner & Annual Meeting.

In addition, any member in good standing may become a candidate by a petition signed by at least five other members in good standing. The Petition and a short resume must be sent to the Nominating Committee and postmarked no later than 45 days prior to the opening of the Spring Dinner & Annual Meeting.

Article XI. Meetings

There shall be one Spring Dinner & Annual Meeting and at least one additional Executive Board Meeting each calendar year. The Annual Meeting shall be held each year in April, May, or June at a place and time agreed upon by the Board. The Board may call special meetings of the general membership.

Article XII. Earnings

No part of the net earnings of this Association shall inure to the benefit of, or be distributed to, its members, trustees, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for the services rendered and

to make payments and distributions in furtherance of the purposes set forth in Article II hereof. The Association shall not participate in, or intervene in (including the Publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this constitution, the Association shall not carry on any activities prohibited to an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

Article XIII. Dissolution

Upon the dissolution of the Association, the Executive Board shall first pay or make provision for the payment of all of the liabilities of the Association and then dispose of all the assets of the Association in such manner or to such organization or organizations, established and operated exclusively for charitable or educational purposes as shall at the same time qualify as an exempt organization under Section 501 (c) (3).

All finances or properties of this Association will become sole properties of the international TESOL organization or another nonprofit organization of like interests.

Article XIV. Amendments

Proposed amendments to this Constitution may be initiated by simple majority of the Board or may be submitted to the President in a petition which is signed by one-tenth of the membership in good standing. The Secretary shall notify all of the membership of any proposed amendments to the constitution by mail at least 30 days before the Annual Meeting or a special meeting called by the Board. To become effective, any such proposed amendment must be ratified by a two-thirds majority of the ballets cast at the Annual Meeting, whether cast in person, by mail, or proxy.

Article XV. Standard Authority

The rules in the latest edition of Sturgis Standard Code of Parliamentary Procedure shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws.

Article XVI. Adoption

The adoption of this Constitution shall be by ballots with two-thirds of those members in good standing present at the first business meeting.

BYLAWS

I. Types of Awards & Grants
    a. Awards
        i. Ann Beusch Award

Purpose

The award was established to honor the accomplishments of former Supervisor of Foreign Languages and ESOL of the State of Maryland, Ann Beusch. The Ann Beusch Distinguished Service Award honors individuals who exemplify the spirit and dedication to international students that Ann demonstrated during her long tenure as a State Supervisor of ESOL and Foreign Languages.

Criteria

This award is bestowed upon individuals working outside the fields of ESL and International Student Services who have made sustained, exemplary contributions to the field and/or its students. Individuals whose daily employment responsibilities are directly related to international students and/or their families in any way are not eligible.

Presentation

1) The award is non-competitive. The Award Committee will consider all nominees meeting the sustained and exemplary test criteria for the award. There is no limit to the number of awards that may be bestowed in any given year.
2) The Award is presented at the annual May business meeting of Maryland TESOL.

        ii. Lifetime Achievement Award

Purpose

This award is established to honor the accomplishments of professionals in the ESL/ESOL field. The Lifetime Achievement award honors individuals who throughout their years of service have exemplified dedication to ESL/ESOL students at any educational level and/or in ESL/ESOL teacher training.

Criteria

This award is bestowed upon individuals who have been working in the ESL/ESOL field in Maryland for at least 15 years and who have made substantial and exemplary contributions to the field, its students, and /or teachers at any educational level.

Presentation

1) The Awards Committee will consider all nominees meeting the sustained and exemplary test criteria for the award.
2) Current members of Maryland TESOL are eligible to make nominations submitted to the Awards Committee within specific time limits.
3) There will a limit of 2 awards that may be bestowed in any given year.
4) Current Maryland TESOL Board members are ineligible to receive the award.
5) The Maryland TESOL Board approves the award to a nominee(s) based on a simple majority vote in favor.
6) The award is presented at the annual Maryland TESOL fall conference.
7) Qualified nominations not selected in original year of recommendation will be considered again the following year.

b. Grants
    i. Professional Development Grant

Purpose

The purpose of this award is to reward or recognize individual efforts that promote, benefit and/or enhance the service to students of English as a Second Language.

Criteria

1) The allocation of funding should benefit the profession by way of the knowledge and skills the recipient garners and/or the ideas and efforts the recipient promotes.[1]
2) The recipient must be an active contributing member in good standing in Maryland TESOL and not a current member of the Board.
3) Each prospective awardee shall submit the Professional Development Award application along with two letters of support related to his or her involvement in ESL/ESOL. The Committee must receive the application at least 21 days before the announcement of the Award.

[1] A few examples of uses for the Award money are for professional development such as tuition fees, conference related expenses and special projects.

The recipient is obliged to publicize a summary or overview of how the award was used to benefit our profession as a presentation at the Annual Maryland TESOL Fall Conference. A written summary must be submitted to the Maryland TESOL newsletter.

II. Awards & Grants Committee

a. Committee Members

The Committee shall consist of five members. It shall be made up of four members who currently serve on the Board. The fifth member shall be the current Past President. It is recommended that the Committee reflects the diversity of the Interest Sections.

The President appoints the Award Committee. The President has full discretion to select the members of the Committee, including the Chair. Newly elected members of Maryland TESOL's Interests Sections are given first consideration.

b. Evaluation Procedure

The Committee, in consultation with the current President, shall review the nominations and letters of support, and evaluate each candidate according to the Criteria. Depending on the number of applicants and the available funding, the number of awardees may vary from year to year.

III. Disbursement

Each year the President, Treasurer, and other Board members shall recommend the amount of funding for the Award from the established Award Fund Account. The minimum shall be the interest earned that year on a quarter of the current capital with the hope of allotting more. The award given each year may not exceed 50% of the total interest earned on the Award Fund Account for that year. Fundraising projects may also be held to raise money for the Award Fund Account.

IV. Bylaws Changes

Proposed amendments to the Bylaws may be initiated by simple majority of the Board or may be submitted to the President in petition that is signed by one tenth of the membership in good standing. The Secretary shall notify all of the membership of any proposed bylaw changes to the constitution by mail at least 30 days before the Spring Dinner & Annual Meeting or a special meeting called by the Board. To become effective, any such proposed amendment must be ratified by a two-thirds majority of the ballots cast at the Spring Dinner & Annual Meeting, whether cast in person, by mail, via e-mail, or proxy.