

The Constitution and By-Laws of  
**Language Educators of Central New York**

Reviewed and Revised March 2009

by the LECNY Executive Board

# **The Constitution and By-Laws of Language Educators of Central New York**

## **Mission statement**

Language Educators of Central New York (LECNY) is a professional organization made up primarily of language teachers (Pre-K-16), administrators, and post-secondary students within seven New York counties: Cayuga, Cortland, Herkimer, Madison, Oneida, Onondaga, and Oswego.

## **Article 1: Name**

- Section 1: The name of the association shall be the Language Educators of Central New York hereinafter referred to as LECNY.
- Section 2: LECNY, formerly known as Foreign Language Association of Central New York (FLACNY), is separate and independent of the New York State Association of Foreign Language Teachers (NYS AFLT).

## **Article II: Purpose**

- Section 1: To enhance the professional status of those charged with the responsibility of language instruction.
- Section 2: To enhance language instruction and curriculum and development.
- Section 3: To unify Central New York language educators, advancing all aspects of language instruction at levels PK-16
- Section 4: To establish constructive and progressive relationships with other professional organizations.
- Section 5: To initiate and support legislation to further the cause of language instruction.
- Section 6: To serve all areas of language study including world languages, the Classics, Heritage languages, English to speakers of other languages, and American Sign Language.
- Section 7: To promote the study of languages and cultures as outlined in the state and national standards.

### **Article III: Membership**

Section 1: Membership in LECNY shall be open to anyone engaged or interested in language education in the seven New York counties represented by LECNY: Cayuga, Cortland, Herkimer, Madison, Oneida, Onondaga and Oswego.

### **Article IV: Officers**

Section 1: The elected officers of LECNY shall be president, vice president, secretary, and treasurer.

Section 2: The vice president and the president shall serve a one-year term of office. The vice president shall succeed to the presidency at the end of the president's term of office or in the event that the president is unable to complete his/her term of office.

Section 3: The secretary and treasurer shall serve a three-year term of office. These officers may serve a second term.

Section 4: Officers shall be elected in September and shall assume office on January first of the following calendar year.

Section 5: All members of the Executive Board must be members of LECNY.

### **Article V: Executive Board**

Section 1: The Executive Board shall consist of the four elected officers listed in Article IV, Section 1 and the immediate past president; in addition, the following shall serve as members of the Executive Board:

- a. The representative of SUPER (Schools and Universities in Partnership for Educational Responsibility).
- b. One member-at-large, as appointed by the LECNY president. The term of appointment is one to three years. The member-at-large may serve subsequent terms.
- c. A newsletter editor or editors, as appointed by the LECNY president. The term of appointment is one to three years. The newsletter editor may serve subsequent terms.

- d. A webmaster, as appointed by the LECNY president. The term of appointment is one to three years. The webmaster may serve subsequent terms.
- e. A membership manager, as appointed by the LECNY president. The term of appointment is one to three years. The membership secretary may serve subsequent terms.

Section 2: In the event any officer, except the president, is unable to fulfill his/her term of office, the Executive Board, by majority vote, may elect any member in good standing to fill the unexpired term.

Section 3: Other members in good standing may be appointed to the Executive Board by the president. Such appointments shall be subject to the approval of the Executive Board.

Section 4: The Executive Board shall have the authority to conduct all business for LECNY except those detailed in Articles XII and XIII.

Section 5: The Executive board shall review the LECNY constitution in a timely fashion.

Section 6: Each Executive Board member shall share details of the position with the subsequent member.

Section 7: The NYSAFLT Directors for the Syracuse Region are invited to LECNY Executive Board Meetings to serve as liaisons to NYSAFLT.

#### **Article VI: Duties of the Officers**

Section 1: Duties of the **President** include the following:

- a. Establish agendas, convene and preside over Executive Board meetings at least four times a year.
- b. Establish agendas, convene and preside over meetings of the general membership at least three times a year.
- c. Communicate all pertinent information to the Executive Board members.
- d. Communicate with general membership via LECNY newsletter.

- e. Make appointments to the Executive Board as set forth in Article V, sections 1c and 3.
- f. Act as the LECNY liaison to the New York State Education Department, hereinafter referred to as NYSED, NYSAFLT and other professional organizations.
- g. Secure current BEDS labels for special event flyers.

Section 2: Duties of the **Vice President** include the following:

- a. Assume the duties of the president if he/she is unable to complete his/her term of office.
- b. Act as co-chair of the Syracuse Regional meeting.
- c. Act as an ex-officio member of all standing and special committees as needed.

Section 3: Duties of the **Secretary** include the following:

- a. Record minutes at all meetings of the Executive Board and the general membership.
- b. Provide a report of the minutes of the preceding meetings at all Executive Board and general membership meetings.
- c. Prepare all routine LECNY correspondence.
- d. Acknowledge significant events in LECNY members' lives with cards, as appropriate.
- e. Act as liaison with exhibitors re the Regional Meeting, corresponding with them and making necessary arrangements for their correspondence.
- f. Maintain a record of all LECNY minutes and correspondence.
- g. Provide a copy of the LECNY constitution to each new officer at the beginning of his/her term.
- h. Provide membership with certificates of attendance at each general membership meeting.

Section 4: Duties of the **Treasurer** include the following:

- a. Collect and record payments of membership dues.
- b. Collect and record payments for fees for LECNY-sponsored events or cosponsored events.
- c. Prepare a separate account sheet for each LECNY-sponsored event.
- d. Deposit LECNY funds in an approved bank.
- e. Pay bills incurred by LECNY, upon approval of the Executive Board.
- f. Maintain financial records in accordance with standard auditing procedures. These records shall be open and available for examination by an elected officer of LECNY.
- g. Provide a report of LECNY finances at all Executive Board and general membership meetings.

Section 5: Duties of the **Member-at-Large** include the following:

- a. Represent the LECNY membership.
- b. Act as liaison between LECNY and local media to publicize LECNY sponsored events.
- c. Provide photographs and video of LECNY events.
- d. Serve as the LECNY historian. Record officers, regional theme, culture fair location and any other pertinent information.

Section 6: Duties of the **Newsletter Editor** include the following:

- a. Serve as contact person to receive newsworthy items for publication.
- b. Solicit newsworthy items for publication.
- c. Publish the LECNY newsletter at least four times annually. He/she will work with the Executive Board to establish deadlines for publication and send the completed newsletter to the membership manager for dispersal to the general membership.
- d. Edit newsletter articles.

- e. Share newsletter information with web master.

Section 7: Duties of the **Webmaster**

- a. Maintain and publish the LECNY website.

Section 8: Duties of the **Membership Manager** shall include:

- a. Verify email and postal addresses of members.
- b. Update the membership database.
- c. Verify that all memberships are in good standing.
- d. Disperse the newsletter to the membership.
- e. Receive membership monies from and forward these monies to the Treasurer.

**Article VII: Disbursements**

Section 1: The treasurer shall pay:

- a. All bills for postage and stationery submitted by Executive Board members and committee chairpersons.
- b. All reasonable bills for bookkeeping or accounting materials.
- c. All other bills as approved by the Executive Board.

**Article VIII: Dues**

Section 1: Dues shall be paid each year by each member. The year is defined as January 1 to December 31.

Section 2: Members joining in September shall be given four free months of membership.

Section 3: Annual dues shall be determined each year by the Executive Board.

**Article IX: Honorary Membership**

Section 1: The Executive Board may recommend anyone to the general membership for honorary membership. The person who is granted honorary membership shall not be required to pay dues and shall be considered a member in good standing.

Section 2: LECNY retirees will be granted lifetime honorary membership and will be presented with a certificate in recognition of this honor.

#### **Article X: Voting**

Section 1: All members in good standing have the power to vote.

#### **Article XI: Election of Officers**

Section 1: Executive Board members shall solicit nominees from the general membership.

Section 2: Election of officers shall be held in September.

Section 3: Voting shall be done by ballot. If an emergency situation arises, the Executive Board will decide the procedure.

#### **Article XII: Meetings**

Section 1: There will be at least three general membership meetings.

Section 2: There will be at least four Executive Board meetings.

#### **Article XIII: Amendments**

Section 1: Proposed amendments shall be presented to the Executive Board.

Section 2: Upon majority approval by the Executive Board, proposed amendments shall be submitted to the general membership at the next meeting of the general membership.

Section 3: Approval by two-thirds of the members present shall be required for the passage of any amendment.

#### **Article XIV: Standing Committees**

Section 1: Awards and recognitions committees shall consist of at least three members. They shall determine the recipients of the following awards and recognitions:

- a. **Appreciation certificate:** Any LECNY member may be awarded for his/her outstanding contributions to LECNY and its goals with an appreciation certificate. Nominations may be submitted to the Executive Board at any time. This certificate may be presented at any LECNY sponsored event.

- b. **Service award:** Any Executive Board member or committee chairperson may be awarded for his/her outstanding service to LECNY with a service award. This award may be presented at either the May Banquet or the Regional Meeting.
- c. **Friend of Language Award:** Any community organization, agency, institution, or individual that promotes the study of languages or the appreciation of cultures may be nominated for this award. Nominations may be submitted to the Executive Board at any time. One award annually shall be presented at either the May Banquet or the Regional Meeting.
- d. **LECNYS Scholarship:** Any graduating high school senior who has successfully completed multiple years of world language study and whose current language teacher is a member of LECNY may apply for the FLACNY Scholarship. Applications must be submitted to the committee chairperson by the date specified on the application form. Two or three scholarships shall be presented at the May Banquet.
- e. **Retiree recognition:** Any retiree who is a member in good standing and who regularly attends and supports LECNY events shall be recognized with a gift and a lifetime honorary membership in LECNY. Names of retirees may be submitted to the Executive Board at any time. Retirees shall be acknowledged at the May Banquet.
- f. **Teacher Classroom Grants:** Any member in good standing may apply for a Teacher Classroom Grant. Applications must be submitted to the committee chairperson. One or more Classroom Grant may be awarded at the May celebration or the September Meeting.

Section 2: The **Regional Meeting Committee** shall consist of at least three members. These include the Vice President and President as co-chairs and may include a NYSAFLT Regional Director.

- a. The committee members shall organize, present, and evaluate the Regional Meeting in accordance with the NYSAFLT guidelines, in consideration of detailed advanced planning and cost effectiveness.

Section 3: The **SUPER-LECNYS Committee** shall consist of at least three members. These include the SUPER liaison as chairperson and volunteer committee members from the Executive Board and/or general membership.

- a. The committee members shall organize, present, and evaluate the SUPER-LECNYS conference in accordance with the SUPER guidelines, in consideration of detailed advanced planning and cost effectiveness.

**Section 4:** The **May Celebration Committee** shall consist of at least four members. These include the Past President and president as co-chairs and the chairpersons of NYSAFLT and LECNY scholarship committees. If the Past President or the President is the Chairperson of the LECNY Scholarship Committee, this committee may consist of three members.

- a. The committee members shall organize, present, and evaluate the May Meeting and Awards Banquet in accordance with the LECNY and NYSAFLT guidelines, in consideration of detailed advanced planning and cost effectiveness.

#### **Article XV: Provisions**

**Section 1:** In the event of the dissolution of LECNY, all of the remaining assets and property of the organization shall after necessary expenses thereof be distributed to such organization shall qualify under Section 501(c)(3) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws.

**Section 2:** No part of the net earnings of the organization shall inure to the benefit of any member, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, director, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on the dissolution of the organization.

**Section 3:** No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code Section 501 (h) or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

**Section 4:** Notwithstanding any other provision of these articles, LECNY is an organization made up of language teachers exclusively for educational purposes, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income tax under section 501 (c) (3) or corresponding provisions of any subsequent Federal tax laws.