

Florida Association for Bilingual Education (FABE)
An Affiliate of the National Association for Bilingual Education
By-Laws
FINAL REV 2-28-19

PREAMBLE

WHEREAS, in a multilingual multicultural society, language is an essential and evident characteristic of its people, and

WHEREAS, it is understood that foundational elements of education in U.S. society are the awareness and appreciation of bilingualism, biliteracy and multiculturalism as integral components of cultural pluralism and equity in this society,

WHEREAS, in the absence of a statewide policy or infrastructure supporting bilingual education programs in the state of Florida, Florida's bilingual education professionals have the expertise to determine, articulate and promote the attributes of excellence in bilingual education across our state,

THEREFORE, we who are advocates from multiple role groups for bilingual education and are interested in the promotion, progress, and the implementation of effective bilingual programs, unite to bring our efforts into a multilingual, multicultural professional organization.

Article I – Name

The name of this organization shall be the Florida Association for Bilingual Education, Inc. (hereinafter referred to as “FABE”).

FABE was incorporated in the State of Florida on January 2, 2019.

Article II - Affiliations

FABE has applied for recognition as an affiliate of the National Association for Bilingual Education (NABE), a national professional organization for the purpose of recognizing, promoting, and publicizing excellence in bilingual education.

Article III - Purposes

The purposes of FABE is to:

- ❖ promote the establishment, maintenance, and expansion of high quality bilingual education programs pre-K through higher education (PhD) for students of diverse cultural and linguistic backgrounds as a means to ensure equitable and enriched educational opportunities for all students;

- ❖ promote bilingual education as a valid and research-based educational process and approach by which academic success and socio-emotional development of students is ensured as they develop bilingualism and biliteracy;
- ❖ cultivate a statewide base of knowledge and resources to be made available to bilingual educators across the state of Florida by tapping into and promoting the expertise of its members;
- ❖ develop and promote the profession of bilingual educators as distinct from other educational roles in the state of Florida; and
- ❖ advocate for broad public recognition of the importance of bilingualism and biliteracy as a path toward equitable participation in a global, multilingual and multicultural world.

Section I. MEMBERSHIP

FABE is available to all persons and groups that are interested in bilingual education, supportive of FABE's purposes, and willing to abide by these by-laws, and who make payment of annual membership dues or have been granted free lifelong membership. All individual members (that is, not institutional or 'other') in good standing, shall be entitled to:

Vote in all elections and other operational matters where members' vote is required;

Be nominated for positions as committee chairs and board members.

Be nominated to receive a FABE award after one year of membership.

Membership will run for a period of one year. The Board of Directors will determine the amount of annual membership dues. The membership dues will be reasonably low and at an amount accessible to members of diverse socioeconomic backgrounds.

A. Member Categories

There shall be eight categories of membership as described below.

1. **REGULAR A** - This category includes individuals directly involved in the education profession such as full time teachers, supervisors, administrators, consultants and professors. It also includes individuals granted a free lifelong membership for their exceptional contributions to bilingual education in Florida as past presidents of the Bilingual Association of Florida or as past principals of bilingual education schools or programs.

2. REGULAR B - This category includes individuals preparing to become certified and/or working paraprofessionals. The cost of membership for this category will be lower than that for REGULAR A members.

3. STUDENTS HIGHER ED – This category includes individuals who are full time students working as scholars.

4. STUDENTS K-12 – This category includes students enrolled in K-12.

5. INSTITUTIONAL - This category includes organizations and institutions interested in supporting the purposes and the work of FABE. Institutional members will be designated as **non-voting members** with the privilege of voice in all deliberations.

6. LIFETIME - This category includes individuals who pay a one-time fee for lifetime membership in FABE.

7. RETIRED PROFESSORS AND EDUCATORS – This category includes all prior Florida university and college faculty, and former bilingual teachers and administrators who are retired.

8. OTHER – This category includes commercial and business enterprises interested in supporting the purposes and the work of FABE. Commercial members will be designated as **non-voting members** with the privilege of voice in all deliberations.

B. Meetings

1. There will be an annual meeting of the members called by the Board of Directors, which will be conducted during the annual conference.

2. The annual FABE conference may take place once per year in the state of Florida. In the event that the national organization, NABE, is holding its conference in Florida, FABE may choose to hold its annual meeting in collaboration with NABE.

3. The Board of Directors shall have virtual or face-to-face meetings a minimum four times per calendar year (or as deemed necessary by the Board of Directors) to carry out the business of the Association.

4. The Board of Directors may convene other meetings as needed.

5. A simple majority of dues paying members who are present at the meeting shall constitute a quorum at any meeting of either the Board of Directors or the annual meeting.

Section II: BOARD OF DIRECTORS

A. Officers

The Board of Directors shall be composed of the officers of the Association. The officers shall be the President, President-Elect, Secretary, and Treasurer. If there is an immediate Past President, they shall also be members of the Board of Directors.

B. Election of Officers: The inaugural officers shall be elected by a majority of the votes cast by the members at the first annual meeting of FABE. Subsequent officers will be elected every two years at the annual meeting of FABE at which a Board of Directors quorum is present.

C. Presidential Succession: The President-Elect will automatically become President in the year immediately following the completion of his/her term as President-Elect.

D. Term of Office: Officers of the Association shall be elected for a term of two years, except for the initial first year of the establishment of FABE. The President of the Association shall serve an additional year on the Board of Directors as Immediate Past President with full voice and vote.

Beginning at the inaugural meeting in March of 2019, the members shall elect four officers: President (for one year, see below), President-Elect (for one year, see below), Secretary (for one year, see below), and Treasurer (for two years, see below). At the annual meeting of 2020, a new election will be held to elect the Secretary and President-Elect. The Secretary will serve for two years. The President-Elect will serve for one year in the "Elect" position and the second year as President. The new former President will serve on an advisory capacity to the new President as Immediate Past President.

At the annual meeting of 2021, an election will be held for President-Elect and Treasurer. They will serve for a period of two years.

Voting for Members of the Board will continue as follow:

Years ending in even numbers (beginning 2020): Secretary

Years ending in odd numbers (beginning 2021): Treasurer

Each year: President-Elect (who then becomes President in year 2 of his/her term and Immediate Past President in year 3 of his/her term)

1. The President shall:

- a. Preside at all meetings of the general membership and Board of Directors;
- b. Vote on any question in the event of a tie;
- c. Act as representative of the Association at meetings with partner organizations and special events;

- d. Be empowered to appoint any member of the Association to act as a representative of the Association with the views discussed and approved by the Board of Directors;
- e. In conjunction with the Treasurer, prepare a projected annual operating budget;
- f. Be ex-officio member of all committees; and
- g. Perform all duties necessary to conduct the business of the Association as efficiently as possible.

2. The President-Elect shall:

- a. Assist the President in the administration of the Association business;
- b. Act as representative of the Association at all functions if the President is unable to attend;
- c. Assume temporarily the office and responsibilities of the President in the event of the absence or disability of the President;
- d. Oversee the operation of the annual conference and serve as liaison between the Board of Directors and the conference chairperson(s);
- e. In conjunction with the Treasurer and Conference Chairperson(s), prepare a projected annual conference budget to be presented at the annual meeting of the Board of Directors each year;
- f. Relinquish other positions held within the Association upon election; and
- g. Automatically become the President in the year immediately following completion of the term of office as President-Elect.

3. The Secretary shall:

- a. Keep an accurate account of all meetings of the Board of Directors, and general membership, with minutes and accounts maintained on a file accessible to the Board (e.g., Google doc);
- b. Maintain an accurate list of the names and addresses of persons and organizations to be notified of meetings; and
- c. Receive, organize, and communicate amendments of the FABA bylaws to the Board and to the general membership in a timely manner as indicated in the section below on Amendments.

4. The Treasurer shall:

- a. Be the custodian of the Association's funds and shall receive and disburse them upon authority from the Board of Directors, including verification of members in good standing as provided by the Membership Committee;
- b. In conjunction with the President and Executive Board, prepare a projected annual operating budget to be presented at the annual meeting.
- c. Present financial reports to the Board of Directors, to be discussed in the quarterly meetings described above, and prepare an annual written report; and
- d. Be next in line of succession to the Presidency after the President-Elect, in the event of the absence or disability of both the President and President-Elect.

5. The Past President shall:

- a. Serve one additional year on the Executive Board with full voice and vote; and
- b. Act as advisor to the current President and the Board of Directors.

Section III. COMMITTEES

A. Committee Leadership and Membership

- 1. Committee chairpersons must be members in good standing.
- 2. Each committee chairperson will be responsible for recruiting members for his/her committee from the Board of Directors and general membership.
- 3. At each year at the annual meeting, the Board of Directors shall appoint chairs for a one-year term, and the committee chairpersons shall be selected among members.
- 4. The President is an ex officio member of all committees.
- 5. Any future Delegates (e.g., member-at-large, parent-at-large, or regional representative) if established as part of a Delegate Assembly in the future, must participate in at least one standing committee.

B. Standing Committees

- 1. *The Membership Committee* - The Membership Committee shall undertake all those activities deemed necessary to increase and maintain the number of active members in the Association. Its activities will include maintaining the membership database; communicating with new and current members regarding membership information and documentation; and collaborating with the Board of Directors to develop and implement a strategic plan of action to increase statewide membership in the Association. The Membership Committee shall meet up to four times a year to review the progress of the strategic action plan for membership and make recommendations.
- 2. *The Advocacy and Educational Policy Committee* - The Advocacy and Educational Policy Committee shall keep abreast of all matters of public policy of interest to the organization and, with the approval of the Board of Directors, inform the membership of current issues. In addition, this committee will plan and execute advocacy activities and maintain ongoing communication with legislators, professional and community based organizations in matters relating to the implementation of Bilingual Education in the state of Florida. Its members shall participate in various statewide committees focusing on policy for ELLs (English

Language Learners)/bilingual learners and work with the Board of Directors to develop policy papers and position statements for the Association.

3. *The Conference Planning Committee* - This committee shall be responsible for planning and organizing the Association's annual conference under the direction of the Board of Directors. The conference chairperson(s) shall be appointed by the President and will report to the President-Elect. The chairperson(s) of the committee will be a member(s) in good standing.

4. *The Publication-Communication Committee* - This committee shall carry out those activities necessary to disseminate, through a variety of formats, information of significance to the members of the Association and to other interested and appropriate parties. The chairperson of the committee will present to the Board of Directors on a yearly basis a proposal for publications to be sponsored by FABE. This committee will include the Newsletter Editor, Website Coordinator, social media coordinator and others in charge of on-line communications such as the website and e-blasts, which include maintaining an active listserv.

5. *Nomination & Elections Committee* - This committee shall carry out all those activities deemed necessary for the election of Board members. The Board of Directors shall select the Chairperson of this committee, who in turn shall select four (4) members of the committee. No member of this committee may be a member of the Executive Board.

The *Nomination & Election Committee* shall:

- a. Collect nominations;
- b. Prepare election ballot;
- c. Present election ballot to the Board of Directors for approval;
- d. Send out ballots to the general membership;
- e. Count ballots.
- f. Report the election results to the Board of Directors.

Section IV. AMENDMENTS

Any FABE member in good standing may submit amendments to the by-laws. Any amendment to the by-laws shall be adopted by the following steps:

1. Amendments will be considered and discussed only at the annual meeting.
2. A deadline for sending proposed amendments must be sent to the FABE Secretary 30 days or more before the annual meeting will be held.
3. The FABE Secretary will send proposed amendments to all voting members in good standing of FABE within 20 days of the annual meeting via email (or via other

preferred mode of communication by member) to the general membership body with voting rights for consideration.

4. Summary of the discussion from the annual meeting will be provided to the membership along with a request for final vote.

5. The final vote of the proposed amendment(s) shall take place at least thirty (30) days following their notification by email (or via other preferred mode of communication by member). Passage of the amendment shall require two-thirds (2/3) approval by the membership voting.

Section V. PARLIAMENTARY AUTHORITY

The most recent edition of Robert's Rules of Order will be the parliamentary authority.