



The following is excerpted from the LILT Constitution for your immediate perusal:

ARTICLE II, SECTION 2

All Members of the Executive Board Shall:

- Demonstrate active involvement and commitment to LOTE education on Long Island.
- be an active LILT member in good standing for at least two (2) years. However, elected officers shall be active LILT members in good standing for at least four (4) years.
- agree to and sign the provisions of LILT's three (3) policies: Anti-Discrimination and Anti-Harassment, Conflict of Interest, and Ethics. (See Appendix B.)
- attend the four (4) LILT Executive Board meetings and other LILT events.
- have the right to one vote on all LILT Executive Board business. The President shall vote only In the event of a tie.
- be entitled to only one vote even if the Executive Board member holds multiple positions.
- give service to at least one (1) LILT activity per year.
- sign all organization policies, to acknowledge acceptance and adherence to all policies adopted by the Executive Board.
- obey, observe and support the Constitution of the Organization. Any Executive Board Member who is found to have violated any provision of the constitution may be removed from the Executive Board, after being informed of the alleged violation, given an opportunity to be heard at a meeting of the Executive Board, and upon a majority vote of the Board finding said violation occurred, that said Member is the violator. The Board in its sole discretion may censure said Member in lieu of removal.

ARTICLE II, SECTION 3 To Become An Elected LILT Officer, A Candidate Shall

- have served on the LILT Executive Board for at least two (2) years for election to the office of President and First Vice President
- not be required to have previous LILT Executive Board experience to serve as Second Vice President, Secretary or Treasurer.
 - complete an official LILT Candidacy Application Form. (See Appendix C.)
 - attend a meeting with the LILT Nominating Committee.
 - agree to serve recognizing the importance of dutifully executing all of the duties of the officer's position in a timely manner for the good of LILT and its members.

ARTICLE II, SECTION 4 Duties of the Elected LILT Officers

The President Shall:

- be elected for a term of two years, and may not serve consecutively in this position.
- preside at the meetings of LILT and the Executive Board.
- vote only In the event of a tie.
- be responsible for all LILT activities.
- act on behalf of LILT with the advice and consent of the Executive Board.



- create committees with the consent of the Executive Board.
- be a member ex officio of all committees. • distribute an Executive Board meeting agenda at least one week prior to its next meeting
- hold the original incorporation papers, the LILT Seal and all other legal documents, which shall remain with the president during the president's term, and shall be transferred to the new president at the time of his or her election.
- designate any activities or services not provided in Article II, Sections 4 and 5 of these Bylaws that the Executive Board Members shall perform.

The First Vice President Shall:

- be elected for a term of two years, and may not serve consecutively in this position.
- exercise the duties of the President in the absence of that Officer.
- be responsible for the LILT Professional Development Workshop Program.
- coordinate the LILT Spring General Membership Meeting (i.e. May/June).
- be responsible for any other activities or services designated by the President.

The Second Vice President Shall:

- be elected for a term of two years, and may not serve consecutively in this position.
- exercise the duties of the President in the absence of that Officer and the First Vice President.
- act as liaison with any group designated by the Executive Board.
- be responsible for any of LILT's legislative programs
- coordinate the LILT Fall General Membership Meeting (i.e. September/October).
- be responsible for the LILT Student Plaques for Excellence in Foreign Language Study.
- be responsible for any other activities or services designated by the President.

The Secretary Shall:

- be elected for a term of two years, and may not serve consecutively in this position.
- preside over meetings in the absence of the President and Vice Presidents.
- keep a record of the proceedings of LILT and its Executive Board.
- edit and revise the minutes of all meetings.
- be responsible for sending a copy of the minutes to the members of the Executive Board three weeks following an Executive Board meeting. Corrections by Executive Board Members to the minutes shall be done via e-mail, and sent to the secretary via e-mail at least three (3) days before the date of a meeting.
- preserve papers and records.
- assist with official correspondence.
- have available a copy of the Constitution and Robert's Rules of Order Revised at all meetings.
- mail to any new member of LILT's Executive Board a Welcome Folder that shall include a copy of the LILT Executive Board Welcome Letter, the LILT's three (3) policies: Anti-Discrimination



and Anti-Harassment, Conflict of Interest, and Ethics, contact sheets, emergency telephone chain, and LILT's Constitution and By-Laws.

- be responsible for mailing the a LILT Annual Conference information to department leaders, and to send the data file of private schools and colleges to the appropriate person.
- monitor the monthly financial statements of LILT, and report such information monthly to the President.
- be responsible for any other activities or services designated by the President.

The Treasurer Shall:

- be elected for a term of two years and may serve consecutively in this position.
- preside over meetings in the absence of the President, Vice Presidents and Secretary.
- keep a database of LILT members and have the option of an assistant who shall be charged with maintaining the membership database. The assistant shall be approved by the Executive Board, with the input of the Treasurer.
- collect dues • keep financial records.
- deposit and disperse funds. • serve as chief administrator of online services.
- submit for each Executive Board meeting a written Treasurer's report, which shall include itemized income and expenses.
- submit a preliminary and final LILT Annual Conference financial report.
- present an annual Treasurer's Report to the membership.
- submit for approval, by a majority vote of the Executive Board, the disbursement of funds for unusual expenses.
- submit for approval, by a majority vote of the Executive Board, the selection of all financial institutions and investments.
- submit to the Executive Board an operating budget for the coming year at the Executive Board's first meeting of the fiscal year (i.e. January).
- be responsible for any other activities or services designated by the President.

ARTICLE II, SECTION 5

One Elected Member-At-Large Shall:

- be elected to the Executive Board by the LILT membership for a single, non-renewable term of two (2) years.
- complete the official LILT application.
- have his/her nomination approved by the LILT Executive Board.
- contribute short LOTE articles to the LILT Newsletter editor.
- be responsible for any other activities or services designated by the President.