



CONSTITUTION AND BYLAWS OF THE LONG ISLAND LANGUAGE TEACHERS, INC.

CONSTITUTION

ARTICLE I

NAME

This name shall be known as the Long Island Language Teachers, Inc., hereinafter referred to as LILT.

ARTICLE II

INCORPORATION, TAX EXEMPTION, PUBLIC CHARITY AND TRADEMARK

On October 14, 1986 LILT was incorporated by the New York State Department of State as a Not-for Profit Corporation.

On August 20, 2004 LILT was issued The New York State and Local Sales and Use Tax Exempt Organization Certificate (ST-119).

On September 30, 2004 LILT became exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Tax Code and was classified as a Public Charity under Section 509 (a) (2).

On February 16, 2005 LILT was registered with the New York State Attorney General pursuant to Section 8-1.4 of the Estates, Powers And Trusts Law (EPTL).

On October 23, 2012, LILT (Long Island Language Teachers, Inc. [New York Corporation]) became a registered trademark by the United States Patent and Trademark Office.

ARTICLE III PURPOSE

To promote the study and teaching of World Language Education.

To stimulate and engage in World Language Education research, experimentation and investigation.

To sponsor conferences, seminars, lectures and workshops.

To sponsor, publish and distribute newsletters, instructional materials, reports and/or surveys.

To integrate the efforts of those who have similar purposes through cooperative activities that promote the advancement of World Language education.

To take a public position on issues that concern LOTE education.

ARTICLE IV MEMBERSHIP

Teachers and others involved in World Language education in the schools of Long Island are eligible for membership. There shall be five (5) categories of membership: Regular, Student, Emeritus, Lifetime and Association. Neither membership in, nor services provided by the organization will be denied to anyone on the basis of race, color, religion, national origin, physical or mental handicap, age sex, sexual orientation, ancestry, or medical condition.

Section 1. Membership Dues

Dues for the fiscal year, January 1 to December 31, shall be determined by the Executive Board.

Section 2. Membership Meetings

There shall be at least two (2) LILT General Membership Meetings during each school year: the Spring General Membership Meeting (i.e. May/June) and the Fall General Membership Meeting (i.e. September/October).

ARTICLE V GOVERNANCE

Section 1. The Officers

The elected officers of LILT shall be: President, First Vice President, Second Vice President, Secretary, and Treasurer.

Section 2. Elections

1. A slate of one or more candidates for the offices of President, First Vice President, Second Vice President, Secretary, Treasurer, and Member-At-Large shall be prepared by the Nominating Committee and shall be presented to the Executive Board for its approval.
2. All members in good standing shall have the right and opportunity to cast one vote.
3. Voting will take place in the spring (i.e. April/May) of the election year.
4. The Executive Board will determine the manner in which voting will be conducted.
5. A simple majority vote shall determine the winners.
6. Elections shall be held biannually in the spring.
7. Executive Board members taking on new positions will be responsible to submit an application however will not be asked to be formally interviewed.

Section 3. Tenure

1. The term of President, First Vice President, Second Vice President and Secretary shall be for two years; no such Officer shall then serve a consecutive term in the same position.
2. The term of Treasurer shall be for two years; this Officer, however, may serve consecutive terms.

3. The terms of office shall begin immediately after the Spring General Membership Meeting (i.e. May/June)

Section 4. The Executive Board

The Executive Board shall be composed of:

1. the five (5) elected officers: President, First Vice President, Second Vice President, Secretary and Treasurer
2. Immediate Past President of LILT
3. other past presidents who wish to remain active
4. one Member-at-Large who shall represent the general membership
5. Association Member Representatives who shall represent the member association
6. LILT Newsletter Editor
7. Historian

Section 5. Vacancies

1. In the event of a vacancy or illness among Officers, the Executive Board shall appoint an Interim Officer.
2. In the event of a vacancy or illness of the Member-At-Large, The Executive Board shall appoint a substitute to fill the term.
3. In the event of a vacancy or illness of an Association Member Representative, the Association shall be asked to name a replacement or substitute.
4. In the event of a vacancy or illness of the Newsletter Editor or Historian, the Executive Board shall appoint a substitute or replacement.

Section 6. Executive Board Meetings

1. The Executive Board shall meet no fewer than four times annually.
2. The Executive Board shall approve all issues discussed at its meetings by a majority vote of its members present, provided at least a quorum of its members are present at the time of voting. A quorum shall be half the members of the Board, plus one member.

ARTICLE VI AD HOC COMMITTEES

The President shall appoint, with the approval of the Executive Board, chairpersons of ad hoc committees. These chairpersons shall select the members of their committees from the membership of LILT. The chairperson shall be responsible to the President and to the Executive Board.

**ARTICLE VII
AFFILIATIONS**

LILT may become a member of other organizations to further professional development and interests.

**ARTICLE VIII
PARLIAMENTARY PROCEDURE**

The rules contained in Robert's Rules of Order Revised shall govern all cases to which they are applicable, provided such rules do not conflict with any provision of the Constitution.

**ARTICLE IX
AMENDMENTS**

Section 1. The Executive Board shall propose amendments and revisions of this constitution.

Section 2. Any member in good standing may submit written proposals for Constitutional change to the Executive Board for consideration.

Section 3. The general membership shall accept or reject these changes by a two-thirds vote of a show of hands at a general membership meeting.

Section 4. The membership shall be given thirty (30) days advance notice of any general membership meeting at which a vote on any amendments and/or revisions is to be taken.

**ARTICLE X
IMPLEMENTATION OF THE CONSTITUTION**

The revisions of the Constitution shall become effective immediately after approval by the membership.

BYLAWS

**ARTICLE I
MEMBERSHIP**

Section 1. Regular Membership

Teachers and others involved in World Language education may become Regular Members.

Section 2. Student Membership

Full-time, post-secondary students pursuing a career in World Language education may become Student Members.

Section 3. Emeritus Membership

A person who has retired from full-time World Language education may become a Member Emeritus.

Section 4. Lifetime Membership

A person involved in World Language education may purchase lifetime membership.

Section 5. Association Membership

Any and all associations of World Language may become a member of LILT.

1. Benefits of Association Membership

A. One association member representative shall sit on the LILT Executive Board for a 5 renewable term of 2 years.

B. Individual association members shall participate gratis in the annual Poster Contest.

C. The association's name shall be included in the Poster Contest masthead.

D. The member association shall be given a display table gratis at the LILT Annual Conference to display information about the association's events and activities.

E. One individual association member shall attend this table and the LILT Annual Conference gratis.

F. The association member representative shall be permitted to cast one vote for ballots open to the general membership.

G. Association member news and event dates shall be published in the LILT Newsletter.

H. A link to the association member's website shall be listed on the LILT website.

2. Associations Shall

A. hold their own liability insurance policy and submit proof of said insurance with the membership application

B. pay membership dues based on the number of association members as February 15th of the current calendar year.

Section 6. Annual Dues Schedule

Membership dues shall be paid annually. Membership is for the calendar year. Payment may be made by check, mailed to the Treasurer or by the use of online services.

Section 7. Event Refunds, Payments in Default and Procedures for Purchases Incurring Reimbursement

1. No refunds shall be honored two (2) weeks prior to any LILT event unless otherwise stated by LILT.
2. A service charge of fifteen percent (15%) of the amount paid shall be incurred for any such refund.
3. Any signatory whose check is returned for insufficient funds shall incur the same penalty fee as that charged to LILT by its bank.
4. Any individual who has an outstanding, unpaid balance with LILT shall not be allowed to participate in any LILT activities and/or events.
5. When requesting reimbursement from LILT, the following is mandatory. Failure to do so will result in denial of said request.

A. Submit to the LILT Treasurer a completed LILT Expense Reimbursement Form (see Appendices of Bylaws) accompanied by all receipts.

B. In order to be reimbursed for expenditures to vendors, the following procedure must be observed:

1. For TAXABLE ITEMS, submit to the vendor a completed LILT NYS Sales Tax Exemption Certificate (ST 119.1).
2. For NON-TAXABLE ITEMS (postage stamps, etc.) there is no need to use a LILT New York State Tax Exempt Certificate (ST 119.1).

ARTICLE II THE EXECUTIVE BOARD

Section 1. The Executive Board Shall

1. approve all business and activities of LILT
2. approve all accounts and disbursements of the Treasurer.
3. approve all disbursements not listed in the proposed operating budget.
4. approve all new proposed line items and necessary funds.
5. approve by a majority vote, the selection of all financial institutions and investments.
6. review an operating budget for the coming year at the Executive Board's first meeting of the year (i.e. January), submitted by the Treasurer pursuant to Article II, Section 4, Paragraph 5 of these Bylaws.

Section 2. All Members Of The Executive Board Shall

1. demonstrate active involvement and commitment to World Language education on Long Island.
2. be an active LILT member in good standing for at least the two (2) previous, consecutive years. However, elected officers shall be active LILT members in good standing for at least four (4) previous, consecutive years.

3. 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.)
4. attend the four (4) LILT Executive Board meetings and other LILT events.
5. have the right to one vote on all LILT Executive Board business. The President shall vote only In the event of a tie.
6. be entitled to only one vote even if the Executive Board member holds multiple positions.
7. give service to at least one (1) LILT activity per year.
8. sign all organization policies, to acknowledge acceptance and adherence to all policies adopted by the Executive Board.
9. 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.

Section 3. To Become An Elected LILT Officer, A Candidate Shall

1. have served on the LILT Executive Board for at least two (2) years for election to the office of President and First Vice President
2. not be required to have previous LILT Executive Board experience to serve as Second Vice President, Secretary or Treasurer.
3. complete an official LILT Candidacy Application Form. (See Appendix C)
4. attend a meeting with the LILT Nominating Committee.
5. 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.

Section 4. Duties of the Elected LILT Officers

1. The President Shall

- A. be elected for a term of two years, and may not serve consecutively in this position.
- B. have discretionary powers as per past practice
- C. preside at the meetings of LILT and the Executive Board.
- D. vote only In the event of a tie.
- E. be responsible for all LILT activities.
- F. act on behalf of LILT with the advice and consent of the Executive Board.
- G. create committees with the consent of the Executive Board.
- H. be a member ex officio of all committees.
- I. distribute an Executive Board meeting agenda at least one week prior to its next meeting
- J. 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.

K. designate any activities or services not provided in Article II, Sections 4 and 5 of these Bylaws that the Executive Board Members shall perform.

L. be the only spokesperson for LILT

2. The First Vice President Shall

A. be elected for a term of two years, and may not serve consecutively in this position.

B. exercise the duties of the President in the absence of that Officer.

C. be responsible for the LILT Professional Development Workshops.

D. coordinate the LILT Spring General Membership Meeting (i.e. May/June).

E. be responsible for any other activities or services designated by the President.

3. The Second Vice President Shall

A. be elected for a term of two years, and may not serve consecutively in this position.

B. exercise the duties of the President in the absence of that Officer and the First Vice President.

C. act as liaison with any group designated by the Executive Board.

D. be responsible for any of LILT's legislative programs.

E. coordinate the LILT Fall General Membership Meeting (i.e. September/October).

F. be responsible for the LILT Student Plaques for Excellence in Foreign Language Study.

G. be responsible for any other activities or services designated by the President.

4. The Secretary Shall

A. be elected for a term of two years, and may not serve consecutively in this position.

B. preside over meetings in the absence of the President and Vice Presidents.

C. keep a record of the proceedings of LILT and its Executive Board.

D. edit and revise the minutes of all meetings.

E. 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 email, and sent to the secretary via e-mail at least three (3) days before the date of a meeting.

F. preserve papers and records.

G. assist with official correspondence.

H. have available a copy of the Constitution and Robert's Rules of Order Revised at all meetings.

I. help prepare for 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.

J. help with the online mailing of the LILT Annual Conference information to department leaders, and to send the data file of private schools and colleges to the appropriate person.

K. be responsible for the online voting process, when needed

L. be responsible for any other activities or services designated by the President.

5. The Treasurer Shall

A. be elected for a term of two years and may serve consecutively in this position.

B. preside over meetings in the absence of the President, Vice Presidents and Secretary.

C. 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.

D. collect dues

E. keep financial records.

F. deposit and disperse funds.

G. serve as chief administrator of online services.

H submit for each Executive Board meeting a written Treasurer's report which shall include itemized income and expenses.

I. submit a preliminary and final LILT Conference financial report.

J. present an annual Treasurer's Report to the membership.

K. submit for approval, by a majority vote of the Executive Board, the disbursement of funds for unusual expenses.

L. submit for approval, by a majority vote of the Executive Board, the selection of all financial institutions and investments.

M. 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).

N. be responsible for any other activities or services designated by the President.

Section 5. Other LILT Executive Board Members

1. The Immediate Past President shall advise the current President and the Executive Board. He/she shall hold no other elected LILT office.

2. Active Past Presidents, who may choose to continue their active membership on the Executive Board, shall advise the Executive Board. (See Appendix A.)

3. One Elected Member-At-Large Shall

- A. be elected to the Executive Board by the LILT membership for a single, non-renewable term of two (2) years.
- B. complete the official LILT application.
- C. have his/her nomination approved by the LILT Executive Board.
- D. contribute short articles to the LILT Newsletter editor.
- E. be responsible for the LILT Hospitality Table at the annual conference.
- F. be responsible for any other activities or services designated by the President.

4. The Association Member Representatives

- A. shall be a member of the LILT Executive Board for a renewable term of two (2) years.
- B. be a member of his/her association for at least three (3) years.
- C. be nominated by a Member Association to the LILT Executive Board.
- D. complete an official LILT application
- E. be approved by the LILT Executive Board
- F. contribute one article per year for the LILT Newsletter.
- G. send calendars of events and news reports in writing to the secretary and the newsletter editor one week in advance of an Executive Board Meeting.
- H. be responsible for any other activities or services designated by the President.

5. The Newsletter Editor

- A. shall be appointed by the LILT Executive Board.
- B. shall produce four (4) LILT Newsletters per year.
- C. shall be responsible for any other activities or services designated by the President.
- D. When this position becomes vacant, a candidate shall submit a LILT Application and attend a meeting with the Nominating Committee.

6. The Historian

- A. shall be appointed by the LILT Executive Board
- B. shall record and photograph all LILT events.
- C. shall be responsible for any other activities or services designated by the President.
- D. When this position becomes vacant, a candidate shall submit a LILT Application and attend a meeting with the Nominating Committee.

ARTICLE III
ELECTION OF OFFICERS AND THE MEMBER-AT-LARGE

Section 1. Procedures For Choosing Members Of The Nominating Committee

1. The Board shall choose, nominate and vote on three (3) members of the LILT Executive Board to be members of the Nominating Committee.

2. Two members of the Nominating Committee shall be chosen from those who have previously served on the committee, and one member who shall not have served in the past or within the last four years.

3. One of the three, chosen by the Board, shall serve as the chairperson of the committee.

Section 2. The Chairperson Of The Nominating Committee

1. shall gather the names of possible nominees.
2. check the eligibility of the nominees.
3. contact all possible nominees.
4. send interested nominees information regarding the duties of their respective office and an application form.
5. check the references of each nominee for office upon receipt of his/her completed application.
6. arrange the date, time schedule and place for a meeting.
7. distribute to the members of the Nominating Committee copies of the applications and a list of possible questions at least two (2) days before the aforementioned meeting.
8. inform the Executive Board of the prospective slate of officers and seek Board approval. This shall be done by the March/April meeting of the LILT Executive Board at the very latest.
9. inform nominees of their acceptance or rejection of candidacy for an office.
10. create the ballot and voting procedures for the LILT membership in consultation with the Nominating Committee and the Executive Board.
11. report the results of the election at the Spring General Membership Meeting, on the LILT website and in the LILT Newsletter.
12. delegate any of the above duties to any other member(s) of the Nominating Committee.

Section 3. Procedures For Selecting Candidates For Offices

1. Nominees for office shall be solicited from the LILT membership.
2. Nominations or volunteers shall come from open solicitation of LILT members as advertised in the January edition of the LILT Newsletter, on LILT's website and/or via an email from the

President of LILT, or be recommended by the LILT Nominating Committee. All of the aforementioned should list qualifications as per the LILT Constitution

3. All new Candidates shall have completed a LILT Application Form and Candidate Statement
4. All new Candidates shall meet with the Nominating Committee.
5. All nominees shall be presented to the LILT Executive Board.
6. The slate of candidates with his/her mini-biography and candidate statement shall be distributed to all LILT members.
7. Voting shall take place in the spring (i.e. April/May) of the election year.
8. A simple majority vote shall determine the winners.

ARTICLE IV LILT AWARDS, GRANT AND STIPEND

LILT may present yearly awards, a grant and a stipend to recognize outstanding students and teachers of the World Language community. Teachers must be members of LILT to be eligible. The deadline for submissions will be determined by the committee.

Section 1. Friend(s) of Foreign Language Award

Recognition is awarded to individuals or associations who advocate, promote and/or further World Language study on Long Island above and beyond their daily responsibilities. The award will be in the form of a framed certificate.

Section 2. Kathleen Ann Lyons Memorial Excellence in Teaching Award

This award is to recognize and honor the work of outstanding World Language teachers on Long Island. The nominator must submit his/her letter of nomination, two letters from either a supervisor, chairperson, principal, assistant superintendent or superintendent, a letter from a present or former student or parent, a curriculum vitae of the nominee, and either one of the following from the nominee: a videotaped lesson, sample lesson plans with activities, curriculum material the nominee has developed (which may be made available for future LILT publications and/or LILT functions) or one student portfolio. The nominator must be a member of LILT and have taught for at least five (5) years. The award will be in the form of a framed certificate.

Section 3. Lucille DiPietro Lambert Student Award for Excellence in Second Language Studies on Long Island

This five hundred dollar (\$500) award is presented to an outstanding graduating senior whose teachers are able to acknowledge his/her fine language achievement. Each teacher may nominate more than one June graduate, and must submit the following: a formal letter of nomination and one letter of recommendation from another World Language teacher both on school letterhead, a school language profile sheet, extra-curricular language activity advisor evaluation(s), an official student transcript and a student statement with signature. The

nominating teacher must be a current member of LILT, have taught the student, and the student must be currently enrolled in a world language class.

Section 4. Stipend to Attend LILT Annual Conference for New Members of LILT

This stipend will pay for the registration at the LILT Annual Conference. The applicant must be a new member of LILT that year and must prepare a written statement in response to the following: prepare a written statement entitled *How I hope to benefit from attending the LILT Annual Conference*, complete an application form, attend at least three (3) workshop sessions, write a short article for the LILT Newsletter about the conference. Applicant must also submit to the Selection Committee Chairperson within one (1) month after the conference an evaluation of the conference including a summary of the three (3) workshops attended.

Section 5. Richard B. Gentile Teacher Incentive Grant

This grant of up to five hundred dollars (\$500) is awarded for a proposed project or projects a teacher may wish to inaugurate for which a district would not normally budget. The applicant must submit one (1) letter in support of his/her project from a building or district supervisor, complete an application in support of the proposal, agree to send a short article about his/her project for publication at the end of the first year of implementation (August 1st) and agree to give a short presentation at a General Membership meeting. The Committee will entertain expenses for the following: books, magazines, realia, media materials (CD's, DVD's, photo memory cards for digital cameras, and other items required to complete the project.). If the grant is approved, the recipient will be reimbursed upon completion of his/her project and submission of paid, qualifying receipts.

ARTICLE V LILT ANNUAL CONFERENCE

LILT holds an annual conference to help world language teachers improve and maintain their professional skills. LILT may elect to partner with other world language organizations, associations and/or other institutions of learning. Workshops are given in different languages and levels by world language professionals from Long Island. CTLE credit is also available to attendees.

Section 1. In the absence of an annual conference co-chairperson, the position shall fall to a member of the partnership organization with the input of the current LILT President.

Section 2. Members of the LILT Executive Board who work at the annual conference shall not pay a registration fee unless CTLE credit is requested.

Section 3. The Honoraria for presenters shall be in the form of a gift or gift card.

Section 4. Presenters will not pay any registration fees.

ARTICLE VI
POSTER CONTEST

The poster contest is an annual event to aid teachers and students to celebrate Foreign Language Week, which takes place each March. The contest is sponsored by LILT and its Association Members. All teachers that submit posters must current members of LILT. In the absence of a chairperson, LILT president will serve as the chair.

ARTICLE VII
LILT STUDENT FOREIGN LANGUAGE COMPETITION

The LILT Student Foreign Language Competition is a yearly LILT sponsored contest for the students of LILT members. Teachers are able to showcase their students in competitions for which outstanding students awards in the following categories: written original essay, written original poetry, international dance video, international vocal music video, language production video and poetry recitation video. All submissions will be done online. Individual LILT memberships must be current year in order for students to be eligible.

ARTICLE VIII
LILT STUDENT PLAQUES

Each year LILT makes available, for purchase by school districts, plaques to recognize Long Island students who have demonstrated excellence in foreign language study. One plaque is awarded to one student who is currently enrolled in the most advanced language course in his/her school, has demonstrated the most outstanding performance in world language studies, and is selected by his/her teacher or appropriate school personnel. These plaques are available to graduating junior high, middle school and high school students.

ARTICLE IX
LILT PROFESSIONAL DEVELOPMENT WORKSHOPS

LILT offers each winter a series of two-hour, professional development workshops on Long Island for world language teachers on weekday afternoons and Saturday mornings. Teachers may earn CTLE. These workshops are open to LILT members and non-members.

ARTICLE X
LILT ONLINE SERVICES

LILT offers its members online services to pay and register for LILT memberships, conferences, and workshops. The chief administrator of this service is the LILT Treasurer. Members who wish to participate in this service may pay with PayPal or a credit card. Those who do not wish to do so, may continue to pay and register for some LILT activities directly with the treasurer or respective chairpersons via United States mail. Information will be on the LILT website.

ARTICLE XI

LILT WEBMASTER / DATA TECHNICIAN

LILT shall have a Webmaster / Data Technician as occasional workers to take care of LILT business. The Webmaster / Data Technician will maintain LILT's website (LILTFL.ORG) and send email blasts periodically to the membership with the help and input of the President. The latter will prepare postings in PDF format. The Webmaster/Data Technician will help the LILT Treasurer maintain LILT's database, perform secretarial duties, and whatever else the President and/or the LILT Executive Board deem necessary. The Webmaster / Data Technician will be compensated at a rate to be determined from time to time by the Executive Board. This position may be split.

ARTICLE XII LILT ANTI-DISCRIMINATION AND ANTI-HARASSMENT, CONFLICT OF INTEREST AND ETHICS POLICIES

LILT maintains three policies for the smooth running of the organization: Anti-Discrimination and Anti Harassment, Conflict of Interest and Ethics (See Article XIX, Section 2 of the Appendices).

ARTICLE XIV

LILT INSURANCE

LILT shall maintain the following insurance policies: non-profit professional liability insurance, non-profit directors and officers liability insurance, employment practices liability insurance, and hired and nonowned vehicle insurance.

ARTICLE XV

RETIREMENT HONORS

To be honored at retirement, a person shall be a LILT member for three consecutive years immediately preceding his/her retirement.

ARTICLE XVI

LONG ISLAND LANGUAGE TEACHERS' LOGO

The official LILT logo is a digitally produced logo of Long Island with LILT and Long Island Language Teachers, Inc. superimposed across its top. This logo shall be used on all official, LILT business.



**ARTICLE XVII
PRESIDENT'S CONFERENCE ATTENDANCE**

Any President of LILT, or his/her designee, if not reimbursed by a school district to attend the conference of a world language organization of which LILT is a member, shall have his/her registration fee paid by LILT.

**ARTICLE XVIII
CHANGES AND AMENDMENTS OF BYLAWS**

These bylaws shall be changed and/or amended by a two-thirds (2/3) vote of the Executive Board, provided a quorum is present, and said proposed amendments are presented to the members of the Executive Board at least ten (10) days prior to any such vote.

**ARTICLE XIX
DISSOLUTION OF LILT**

Should LILT dissolve as an organization, its assets shall be donated to an approved world language organization voted on by the members of the Executive Board.

APPENDICES

A. Letter To Past Presidents

Address of Past President
Date

Dear Past President,

To establish which Past Presidents wish to continue active service on the Executive Board, please take a moment to check which of the following best reflects your desire and return the form below to the current President by (date).

- I intend to continue my active participation on the LILT Executive Board by attending all meetings.
- I am no longer able to be an active member of the LILT Executive Board. I also understand I will no longer have a vote on the Executive Board.
- I cannot attend LILT Executive Board meetings regularly, but wish to help when asked. I also understand I will no longer have a vote on the Executive Board.

With our continued best wishes,
Current President's signature

B. LILT Anti-Discrimination And Anti-Harassment, Conflict Of Interest, And Ethics Policies

1. LILT Anti-Discrimination and Anti-Harassment Policy

Long Island Language Teachers, Inc. ("LILT") will not condone, permit or tolerate any form of discrimination and/or harassment by or against any employee, customer, vendor, independent contractor, member or other individual with whom our employees/volunteers, members and/or independent contractors come into contact in connection with their employment/duties performed on behalf of LILT based upon age, race, color, creed, religion, sex, sexual orientation, national origin, disability or other protected class or characteristic established under applicable federal, state or local statute or ordinance.

Sexual harassment is a form of illegal sex discrimination. Sexual harassment refers to behavior that is unwelcome, personally offensive, and which interferes with our work effectiveness. Federal law defines unlawful sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, whether by male or female, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/volunteer service, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's service and/or participation in organizational activities or creating an intimidating, hostile or offensive environment.

Individuals who believe they have been subjected to discrimination or harassment as described or have questions about whether certain conduct is unlawful should immediately speak to any former President actively serving on the Executive Board or the current President. This is particularly important in cases involving sexual harassment where there can be uncertainty about what constitutes unlawful conduct.

Any former President who receives a complaint of discrimination or harassment or becomes aware of conduct that may constitute discrimination and/or harassment must immediately notify the President. Should the President be unavailable for any reason, the person who is in receipt of a complaint and/or aware of prohibited conduct may notify the First Vice President in lieu of the President. The First Vice President shall then notify the President as soon thereafter as practicable, so that an investigation may be undertaken.

All complaints will be investigated promptly and the existence of a complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or to take appropriate corrective measures. In all cases, the person who initiated the complaint will be informed of the findings and disposition of the matter at the conclusion of the investigation. The Executive Board will ensure that there is no coercion, retaliation, intimidation, discrimination, or harassment directed against any individual who registers a complaint or serves as a witness on behalf of another individual.

Persons who engage in prohibited discrimination or harassment will be subject to appropriate discipline up to and including termination of employment, service, and/or membership in LILT.

I hereby confirm I have read, understood and accept the above written Anti-Discrimination and Anti- Harassment Policy, and I will abide by it.

Signature

Office

Date

2. LILT Conflict of Interest Policy

The Long Island Language Teachers, Inc. (LILT) is a nonprofit, tax-exempt organization, and maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of LILT as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between LILT and its Executive Board, Officers and employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The Executive Board, Officers, and employees have the responsibility of administering the affairs of LILT honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of LILT. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with LILT or knowledge gained there from for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

Conflicts of Interest may arise in the relations of Officers, Executive Board members and employees with any of the following third parties: persons and firms supplying goods and/or services to LILT, donors, agencies, organizations and associations which affect the operations of LILT, family, friends and other employees. If a conflicting interest exists, it may be undertaken ONLY if:

- a.) The conflicting interest is fully disclosed to the Executive Board.
- b.) The person with the conflict of interest is excluded from the discussion and approval of such transactions.
- c.) A competitive bid or bids or comparable valuation exists.
- d.) Executive Board determines that the transaction is in the best interests of LILT.

As part of the Conflict of Interest Policy, LILT requires Officers, Executive Board members and employees to decline accepting certain gifts, gratuities, entertainment, consideration, favors or remuneration from individuals or companies that seek to do business

with LILT except for gifts of a value less than \$50 which could not be refused without discourtesy.

I hereby confirm that I have read, understood and accept the above written Conflict of Interest Policy, and I will abide by it.

Signature

Office

Date

3. LILT Ethics Policy

It is the policy of the Long Island Language Teachers, Inc. (LILT) that its Executive Board members and employees uphold the highest standards of ethical, professional behavior. To that end, these Executive Board members and employees shall dedicate themselves to carrying out the mission of this organization and shall:

Section A:

- 1.) Refrain from dispersing or forwarding any business of the LILT Executive Board (electronic and non-electronic communications, minutes, etc.) to others outside of the Executive Board membership without the permission of said Board.
- 2.) Hold in confidence any matters discussed during Executive Board meetings.
- 3.) Refer any person desiring information, or any LILT Executive Board member disseminating information concerning the proceedings of Executive Board meetings to the current President of LILT, or any former LILT President actively serving on LILT's Executive Board.
- 4.) Respect the structure and responsibilities of the Officers and Executive Board members, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the Executive Board.
- 5.) Engage in carrying out LILT's mission in a professional manner with respect, concern, responsiveness, fairness, impartiality, efficiency and effectiveness.
- 6.) Collaborate with and support other professionals in carrying out LILT's mission.
- 7.) Exercise whatever discretionary authority the Officers and Executive Board have under the law to carry out the mission of LILT.

Section B:

- 1.) Act in such a manner as to uphold and enhance personal and professional honor, integrity, and the dignity of the profession.

- 2.) Recognize that the chief function of LILT at all times is to serve the best interests of its constituency.
- 3.) Hold paramount the safety, health and welfare of the LILT membership in the performance of LILT duties.
- 4.) Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.

Section C:

- 1.) Accept as a personal duty the responsibility to keep up to date on emerging issues concerning the affairs of LILT.
- 2.) Keep the LILT membership informed about issues affecting it.
- 3.) Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.

I confirm I have read, understood and accept the above written Ethics Policy, and I will abide by it.

Signature

Office

Date

C. LILT Candidacy Application Form

Position of Interest:

Name of Candidate:

Home Address:

Home Phone Number:

Cell Phone Number:

E-Mail Address:

Name of School District:

Name of School:

School Phone

Number: _____

School E-Mail

Address: _____

Best Time to Call:

1. How many years have you been teaching? _____

Subject(s)

2. Approximately how many years have you been a LILT member? _____

3. Professional activities for LILT:

4. Present membership(s) in other professional organizations (check all that apply): AATF _____

AATG _____ AATI _____ AATSP _____ FLACS _____ NYSAFLT _____

Other: _____

5. Leadership position(s) in other organizations? _____ Yes _____ No

Please specify:

6. Awards, Honors, and Recognitions Received:

7. What strong points and/or specific skills would you bring to the position you seek?

8. Briefly describe your reasons for seeking this position:

9. Please list below three people (with phone numbers) who can speak to your candidacy:

1.

2.

3.

Please return this completed form to the LILT Executive Board member who has sent this to you within two weeks after delivery. LILT is seeking individuals who possess strong organizational skills and who are willing to give of their time for the good of the organization.

D. LILT Expense Reimbursement Form

Please label all receipts according to their category. All original receipts must be attached to this form and sent to the LILT treasurer for reimbursement.

Name _____

Date _____

Mailing Address _____

Number of receipts attached _____

Total Cost to be reimbursed (Please add all sections from this form.)

\$ _____

Please be specific for each item you bought: e.g. for gifts, please specify for whom the gift was bought, for what reason, and then fill in the amount on the appropriate line.

I. Awards, Grant, and Stipend Total Cost \$ _____

Phone _____

Plaques _____

Postage _____

Printing _____

Misc. _____

II. Computer Total Cost \$ _____

Postage _____

Printing _____

Software _____

Supplies _____

Misc. _____

III. Clerical and Professional Assistance Total Cost \$ _____

CPA _____

Historian _____

Lawyer _____
Secretary _____
Webmaster _____
Postage _____
Printing _____
Supplies _____
Website _____
Misc. _____

IV. Executive Board Meetings Total Cost \$ _____

Food _____
Printing _____
Misc. _____

V. General Membership Meetings Fall Spring Total Cost \$ _____

Awards _____
Food _____
Gifts _____
Honoraria _____
Phone _____
Postage _____
Printing _____
Security _____
Tables _____
Misc. _____

VI. Gifts Given Total Cost \$ _____

Gift Cost _____
For Whom _____
Wrapping _____
Misc. _____

VII. Newsletter Total Cost \$ _____

Paper _____
Phone _____
Postage _____
Printing _____
Misc. _____

VIII. Poster Contest Total Cost \$ _____

Postage _____
Printing _____
Food _____
Awards _____
Gifts _____
Misc. _____

IX. Annual Conference Total Cost \$ _____

Awards _____
Custodial Help _____
Food _____
Gifts _____
Honoraria _____
Phone _____
Postage _____
Printing _____
Security _____
Tables _____
Misc. _____

X. Student Foreign Language Competition Total Cost \$ _____

Food _____
Gifts _____
Medals, Ribbons, and/or Certificates _____
Postage _____
Printing _____
Misc. _____

XI. Winter Workshops Total Cost \$ _____

Postage _____
Honoraria _____
Printing _____
Misc. _____

XII. Other Total Cost \$ _____

Postage Printing _____
Food _____
Misc. _____

E. LILT Mail-In Membership Application

MAIL-IN MEMBERSHIP APPLICATION ONLY (Go to LILTFLL.ORG to register online.)
PRINT VERY CAREFULLY IN BOLD BLUE OR BLACK INK.

*REQUIRED FIELDS

Last Name* _____ (New)

First Name* _____

Former Last Name _____

Home Address* _____ (New)

City* _____ State* _____ Zip* _____

Home Phone* _____ (New)

(New) EMAIL ADDRESS*

 (New) School Name/District

School Address _____

City _____ State _____ Zip _____

School Phone* _____

* (check one):

Regular Membership

Full-Time Student Membership

Emeritus Membership

Lifetime Membership (Twenty-five (25) times Regular Membership)

Association Membership (Please contact the President of LILT.)

I am a NEW LILT member*.

I am RENEWING my LILT membership*

I am interested in being a JUDGE for the LILT Student Foreign Language Competition.

Make check PAYABLE TO LILT and mail to the LILT Treasurer.

F. Call For Proposals

LILT ANNUAL CONFERENCE AND PROFESSIONAL DEVELOPMENT WORKSHOPS

Believing in the diverse talents and skills of Long Island's world language teachers, LILT provides an online proposal form for individuals to identify their areas of expertise, and indicate ways in which they would be willing to share with others, through LILT sponsored regional conferences and workshops.

There is much to offer and much to gain from teachers helping teachers. If you are interested in developing a workshop by yourself or to share with one other world language colleague, please submit an online proposal form (one form per proposal), and return by the deadline stated.

I. LILT ANNUAL CONFERENCE

- This annual conference is usually scheduled in the Fall on a Saturday.
- Workshop is one hour in length
- Submission deadline is June 1
- Conference may be held at either Nassau or Suffolk County location (alternating)
- If approved, you may be asked to deliver your workshop a maximum of two times during the conference.

II. LILT PROFESSIONAL DEVELOPMENT WORKSHOPS

- These workshops are usually scheduled during the months of February through the beginning of April
- Workshops are two hours in length. This provides opportunity for a hands on experience for participants.
- Submission deadline is December 1
- Workshops are held in the school of the workshop presenter.
- Workshops may be held after school, Mondays, Tuesdays, Wednesdays, or Thursdays between 4-6 PM, or on a Saturday from 10 am-Noon.

All workshops are subject to the approval of the LILT Executive Board. LILT reserves the right to cancel any workshop due to lack of, or low enrollment.

G. Annual LILT Association Membership Application

ANNUAL LILT ASSOCIATION MEMBERSHIP APPLICATION*
(Membership is for the calendar year.)

PLEASE TYPE OR PRINT VERY CAREFULLY

Today's Date _____

Association Name: _____

Website _____

E-Mail Address: _____

Mailing Address: _____

Contact Person and cell #: _____

Current Officers:

Name: _____

Position: _____

Phone: _____

Office Term: _____

Name: _____

Position: _____

Phone: _____

Office Term: _____

Name: _____

Position: _____

Phone: _____

Office Term: _____

Name: _____

Position: _____

Phone: _____

Office Term: _____

Name: _____

Position: _____

Phone: _____

Office Term: _____

Number of members as of December 31st of the preceding year: _____.

Please check one:

_____ less than 50 members \$25

- _____ 50-100 members \$50
- _____ 101-300 members \$75
- _____ more than 300 members \$100

Association Representative to the LILT Executive Board: If there will be a new Association Representative to the LILT Executive Board, a LILT Candidacy Application Form is necessary,

Please refer to the LILT Constitution Bylaws: Article II, Section 5, Number 4 for eligibility requirements.

For the Annual Association Membership please include:

- A completed LILT Candidacy Application Form, if applicable
- This completed Annual Association Membership Form
- Proof of the association's current liability insurance
 - An association check payable to LILT for the appropriate membership fee (see above).
- Mail to the LILT Treasurer (See the LILT website homepage (WWW.LILTFL.ORG) for the appropriate name and address.)

Name of Association Representative: _____

Address: _____

Phone #: _____

E Mail address: _____

**** Proof of the association's valid liability insurance policy is required annually with application and check.***

H. About LILT With A Listing Of Its Past Presidents

Founded 1980

"The Secret of Success is Constancy of Purpose" Disraeli (1804 - 1881)

Long Island Language Teachers Inc. is a comprehensive organization of second language teachers in Nassau and Suffolk Counties. Its membership includes K-16 teachers and supervisors of French, German, Italian, Spanish, Classical Languages, ESL (English as a Second Language) and ASL (American Sign Language).

LILT was organized by a group of dedicated educators who recognized their obligation to professional growth and their responsibility to successfully service and educate their students. They were equally united in their commitment to promote and advance the positive image and viable position of second language instruction on Long Island and in New York State.

LILT provides:

- A forum for ongoing communication and exchange of ideas in foreign language education
- Opportunities for professional development
- Direction and leadership on local, state and national issues regarding standards for second language instruction and acquisition
- Leadership in the development, innovation, and implementation of curricula and programs
- Sponsorship of regional events and programs which promote teacher/student participation and excellence

LILT'S PAST PRESIDENTS:

May 1980 General meeting of concerned foreign language teachers called by Frank Marino and Dr. Joseph Tursi, Sr.

May 1980 to May 12, 1981 Steering Committee, Lucille Lambert and Richard Gentile

November 1980 LILT organizational meeting

May 12, 1981 First LILT Presidency begins under Lucille Lambert

Terms of office are from the May or June General Membership Meeting until the next General Membership Meeting 2 years later.

1981-1983 Lucille Lambert

1983-1984 Karen Bennett

1984-1986 Richard Gentile

1986-1988 Ann Henry

1988-1990 Adrienne Greenbaum

1990-1992 Elaine Margarita-Buckley

1992-1994 Marie Brett

1994-1996 Marie Guillet

1996-1998 Joan Militscher

1998-2000 Dr. Grace Mannino

2000-2002 Ana Aguiar-Mady

2002-2004 Ron Taub

2004-2006 Nancy Russo-Rumore

2006-2008 Adrienne Greenbaum

2008-2010 Nancy Russo-Rumore

2012-2014 Anahí Walton-Schafer

2014-2015 Richard Gentile (Hiatus Year)

2016-2018 Ana Aguiar-Mady

2018-2019 Anahí Walton-Schafer

2019-2020 Donna DiNatale (interim)

2020-2022 Donna DiNatale

I. History Of Previous Constitutional Revisions

Original Constitution prepared by James Rivera, ca. 1980

Officers 1980-1982

President: Lucille Lambert, Burr's Lane Junior High School, Dix Hills
Internal Vice President: James Rivera, Patchogue-Medford Public Schools
External Vice President: Karen Bennett, Sanford H. Calhoun High School, Merrick
Secretary: Walter Tomforde, Elwood Junior High School
Treasurer: Richard Gentile, Hicksville High School

First Constitutional Revision 1988

Judith Abrams, Emerita, Chairperson Richard Gentile, Hicksville High School Lucille Lambert,
Burr's Lane Junior High School, Dix Hills

Officers 1988-1990

President: Adrienne Greenbaum, Central Islip Public Schools First
Vice President: Kay Lyons, Manhattanville College, Westchester Second
Vice President: Neil Miller, Adelphi University, Garden City
Secretary: Elaine Margarita-Buckley, Thompson Middle School, Syosset
Treasurer: Ron Taub, William T. Rogers Middle School, Kings Park

Second Constitutional Revision 1999

Richard Gentile, Emeritus, Chairperson Judy Abrams, Emerita Adrienne Greenbaum,
Central Islip High School Gene Lowenberg, Emeritus
Joan Militscher, Longwood High School, Middle Island

Officers 1999-2000

President: Dr. Grace Mannino, Brentwood High School
First Vice President: Ana Aguiar, North Shore High School, Glen Head
Second Vice President: Ron Taub, William T. Rogers Middle School, Kings Park
Secretary: Laura Coppi, Mineola Middle School (1998-1999) Patty MacKay, Mark Twain High
School (1999-2000), New York City
Treasurer: Frank Marino, Hauppauge Middle/High Schools

Third Constitutional Revision 2001

Judy Abrams, Emerita, Chairperson Richard Gentile, Emeritus Adrienne Greenbaum,
Central Islip High School

Officers 2000-2002

President: Ana Aguiar-Mady, North Shore High School, Glen Head
First Vice President: Ron Taub, State University of New York at Stony Brook
Second Vice President: Bill Anderson, Massapequa High School (2000-2001)

Nancy Russo-Rumore, Valley Stream South High School (2001-2002)
Secretary: Patty MacKay, Mark Twain High School, New York City
Treasurer: Paul Costa, Lewis M. Klein MS (2000-2001), New York City Ron Taub, State
University of New York at Stony Brook (2001-2002)

Fourth Constitutional Revision 2004

Ana Aguiar Mady, Chairperson, North Shore High School, Glen Head Jennifer Nesfield, Sanford
H. Calhoun High School and Merrick Avenue Middle School, Merrick Gene Lowenberg,
Chaminade High School, Mineola and Long Island University/C. W. Post Campus Nancy
Russo-Rumore, Emerita and Stony Brook University

Officers 2002-2004

President: Ron Taub, Emeritus and Stony Brook University
First Vice President: Nancy Russo-Rumore, Valley Stream South High School and Stony Brook
University
Second Vice President: Marie Loria, Long Island University, C. W. Post Campus (2002-2003)
Joan Militscher, Raynor Country Day School, West Hampton and Stony Brook University
(2003-2004)
Secretary: Jennifer Nesfield, Sanford H. Calhoun High School and Merrick Avenue Middle
School, Merrick
Treasurer: Marlene Ramos-Velita, South Woods Middle School, Syosset

Fifth Constitutional Revision 2008-2009

Richard Gentile, Chairperson, Emeritus Adrienne Greenbaum, Emerita Nancy Russo-Rumore,
Emerita Nick Maurantonio, The Mary Louis Academy, Jamaica Estates Ron Taub, Emeritus

Officers 2008-2010

President: Nancy Russo-Rumore, Emerita and Queens College, CUNY
First Vice President: Michele Ortiz, Division Avenue High School, Levittown
Second Vice President: Anahí Walton-Schafer, Northport High School, Northport
Secretary: Mirtalita Matos, General Douglas MacArthur High School, Levittown
Treasurer: Ron Taub, Emeritus

Reviewed by legal council, June 2009

Ratified by the LILT Executive Board, July 7, 2009

Ratified by the LILT Membership at the fall General Membership Meeting, September 16, 2009

Sixth Constitutional Revision 2018-2019

Donna DiNatale, Chairperson, Connetquot High School, Bohemia, Anahi Walton-Shaefer,
Northport High School, Northport, JoAnne Orlando, William Floyd High School, Mastic Beach,
Ana Aguiar-Mady, North Shore School District, Glen Head

Officers 2018 - 2019

Donna DiNatale, Interim President, Connetquot School District
Ana Aguiar-Mady, Immediate Past President, North Shore School District
JoAnne Orlando, Second Vice President, William Floyd School District
Ann Marie Lombardi, Treasurer, Connetquot School District
Paula Luzzi, Secretary, Oyster Bay School District