

BY LAWS OF THE WISCONSIN ASSOCIATION FOR BILINGUAL EDUCATION

ARTICLE I – NAME:

The name of this organization shall be the Wisconsin Association for Bilingual Education (WIABE)

ARTICLE II – STATEMENT OF PURPOSE AND ORGANIZATIONAL OBJECTIVES

Purpose: Wisconsin Association for Bilingual Education, Inc. (WIABE) is a non-profit organization primarily created to promote the educational interests of language minority populations, in particular emerging bilingual students or English Learners (ELs). WIABE is further committed to bilingual bicultural education as the principal vehicle through which state and federal equal access and equal educational opportunity rights are assured to ELs. Because primary legal responsibility for the education of language minority students rests with the state, WIABE will seek a collaborative working relationship with the State Department of Public Instruction and its agents in the implementation of state bilingual bicultural education policy, which has been endorsed by the organization's membership. WIABE's organizational objectives include, but are not limited to:

- A. Promoting bilingual bicultural education as the continuous development of two languages, one of which is English, and as the utilization of both languages in all parts of the curriculum.
- B. Promoting bilingual bicultural education as the most meaningful, effective, and efficient way of developing an appreciation of cultural differences and similarities, and the capacity to function successfully in two cultures in a culturally pluralistic society.
- C. Recognizing and promoting the development of native and/or mother tongue language proficiency as a necessary component of second language acquisition, and as a human right of all students from a language background other than English.
- D. ~~H.~~ Working for the recognition of the special educational needs of English learners.
- E. ~~D.~~ Recognizing the importance of English language proficiency as necessary for a meaningful life in the United States.
- F. ~~E.~~ Promoting the view that **bilingualism and multilingualism, multiculturalism, and biliteracy** are in the best interest of American society and a humanistic and marketable asset to all individuals.
- G. ~~F.~~ Encouraging and promoting the development of excellence in professional practices and standards in bilingual bicultural education.
- H. ~~G.~~ Sponsoring workshops, conferences, and meetings aimed at facilitating the dissemination of information on bilingual bicultural education.

ARTICLE III STATEMENT OF PROVISIONS AS OUTLINED IN THE WIABE ARTICLES OF INCORPORATION

WIABE will receive and administer funds exclusively for the promotion of bilingual education purposes; to promote bilingual bicultural education; to encourage and publicize the development of excellence in professional practices and standards in bilingual education in the State of Wisconsin; and to sponsor workshops, conferences, and meetings to facilitate the dissemination of information on bilingual education. Said corporation is organized exclusively for charitable and educational purposes, included for such purposes, the making of distributions to organizations that qualify for exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. “No part of the net earnings of the corporations shall be used for the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future tax code.”

ARTICLE IV – MEMBERSHIP

- A. Membership in the Association is open to all persons who are interested in bilingual education and are supportive of the goals of the Association upon payment of their annual dues.
- B. Membership dues shall consist of a moderate annual amount fixed by the Executive Board each year.
- C. Non-conference attendees may pay a fee to become members.
- D. The membership year shall be for one year following the annual conference.
- E. WIABE will remain a state affiliate of the National Association for Bilingual Education.
- F. Only the president or her/his designees will be allowed to sign any contracts or documents on behalf of the organization.

ARTICLE V – ORGANIZATIONAL STRUCTURE

- A. The Executive Board
 - 1. Composition
 - a. President
 - b. Past President
 - c. Recording Secretary
 - d. Corresponding Secretary
 - e. Treasurer
 - f. Members at Large (~~six~~ nine representatives)
 - g. Life-time Members (3)
 - 2. The general membership shall elect the members of the Executive Board from a slate

compiled by the Nomination/Elections Committee. In developing its slate of candidates, the Nominations/Elections Committee shall take care to ensure wide representation from the state, including bilingual educators, parents, and community members.

3. Nominees shall be WIABE members for a minimum of one year prior to running for an elected Executive Board position.
4. Lifetime board members (maximum of five) may be nominated and approved by the Executive Board **after completion of three (3) year terms** by unanimous vote in recognition of years of outstanding and exemplary service. In the event a lifetime WIABE board member retires, the Executive Board will have discretionary authority to fill vacancies with another current board member. **A maximum of three active lifetime members shall be on the Executive Board at any given time.**
5. Resignation from the Board must be in writing and received by the **Corresponding Secretary**.
6. Tenure of Office: Members of the Executive Board (not including lifetime board members) will serve for a **maximum of three terms**. A term consists of three years. ~~At the end of the term, a board member may be nominated for a different position on the Executive Board.~~ Board members who wish to change positions on the Executive Board must stand for elections for that position.
7. Responsibilities of the Executive Board shall be to:
 - a. Execute all activities necessary to achieve the stated purposes of WIABE.
 1. Adhere to responsibilities as written in the WIABE Bylaws
 2. Attend at least 50% of WIABE sponsored events
 - b. Attend ~~at~~ **90% of** meetings of the Executive Board. If for any reason a member of the Executive Board cannot attend a scheduled meeting, he/she must notify the president. Any other absence shall be considered unexcused. **Missing four consecutive WIABE meetings will prompt initiation of a closed session board meeting to consider action, up to and including dismissal from the board.**
 1. Follow Robert's Rules of Order in conducting board business.
 2. Actively participate in all board meetings
 3. Respond to e-mails or other communications from Board or Board President within 24 hours of its dissemination
 4. Actively participate in at least one board sub-committee
 5. Participate in the development of a strategic plan and operational budget.
 6. Participate in the Planning, organization, and ~~hold~~ implementation of an annual conference.
 7. Promote WIABE where possible
 8. Possess the ability to give your time, talent, and/or resources
8. Duties of Officers: The specific duties of the officers shall be as follows:
 - a. President – The President shall be responsible for:
 - (1) **Leading the board in** the operation of WIABE and calling all meetings
 - (2) Presiding at all ~~general-association~~ **membership** meetings
 - (3) Presiding at all Executive Board meetings
 - (4) Appointing the chairpersons of committees from Members at

Large

- (5) Filling vacancies on the executive board or making appointments when there is a vacancy until there is an election **with a majority vote of the board**
 - (6) Approving all bills or claims against the Association before the same are paid by the Treasurer
 - (7) Attending the National Association for Bilingual Education (NABE) Conference. If she/he cannot attend, the Board will appoint a designee from the Executive Board.
- b. Past President – the Past President shall be responsible for:
- (1) Assisting the new president with responsibilities and duties
 - (2) Presiding at board meetings when the president is absent
- c. Treasurer – The treasurer shall be responsible for:
- (1) Disbursing of WIABE funds
 - (2) Collecting all dues and fees
 - (3) Submitting a report at each Executive Board meeting
 - (4) Submitting an annual report to the general membership
 - (5) Working closely with the organization’s accountant/auditor
- d. Recording Secretary – The Recording Secretary shall be responsible for:
- (1) Recording and disseminating the minutes of all meetings of the Executive Board to the general membership via the WIABE website
 - (2) Maintaining the files of WIABE
- e. Corresponding Secretary – The Corresponding Secretary shall be responsible for:
- (1) Handling all WIABE related correspondence
 - (2) Taking care of any correspondence issues related to the annual conference
 - (3) Collaborating with the executive board in securing all necessary contracts associated with the annual conference or the association negotiations.
- f. Members at Large shall be asked to serve as chairpersons of committees as directed by the president.

9. Meetings

- a. The Executive Board shall meet monthly during the school year, or at the request of 2/3 of the members of the Executive Board, or at the written request of 15 or more members of WIABE. (A telephone request may be accepted provided a written request follows.)
- b. A majority of the Executive Board present at a meeting shall constitute a quorum with the power to act for the association on all matters requiring attention.
- c. The Executive Board shall plan and hold an annual conference which must include a membership meeting during the annual conference.

- d. WIABE Executive Board meetings shall be open to any WIABE member who wishes to attend the meetings. WIABE members cannot vote at Executive Board meetings.
10. Major Areas of Operation
- 1. The organization will be involved in the following areas:
 - a. Advocacy
 - b. Conference
 - c. Nominations/Elections
 - d. Membership
 - e. Grievance
 - f. Finance
 - g. Professional Development
 - h. Marketing
 - 2. Special committees may be added by the Executive Board as needed.
 - 3. ~~Lifetime members will constitute~~ The president shall nominate board members to the Nominations/Elections Committee.

ARTICLE VI – NOMINATIONS & ELECTIONS

- A. All elections will be held at the annual conference. Candidates’ names will be included in the annual conference registration packet and introduced at the opening session during which the election is being held.
- B. Candidates must be WIABE members for one full year.
- C. Elections will be held annually, ~~with half the Executive Board up for election/re-election each year.~~ to fill any vacancies. In the event there are no nominees for board positions, the executive board may fill the vacancy.
- D. The elections must be completed and announced by the end of the annual WIABE conference each year.
- E. Only members who have paid current yearly dues are eligible to vote.
- F. Members must be 18 years old to be able to vote.
- G. A candidate’s name can only be placed on the ballot for one position.

ARTICLE VII – BY LAWS

- A. By laws to govern the internal affairs of the Association shall be adopted upon approval of a simple majority of the Executive Board and ratification of a majority of the votes cast by all members in good standing present at a general membership meeting.
- B. Proposed amendments to these by laws shall be discussed with the Executive Board and receive the majority of the Executive Board’s vote.
- C. Amendments to the by laws shall be adopted upon approval by a voice vote of those members present at the Executive Board meeting.
- D. Amendments shall be presented and voted on at the general membership meeting.
- E. Approved by laws shall be made accessible to all members.

ARTICLE VIII – Grievance Procedures

The following shall be the grievance procedure that shall be followed by members with any and all grievances. Failure to follow these procedures may result in the dismissal of the grievance.

- A. Any member may request in writing a special meeting with the Grievance Committee with the purpose of airing any grievance. If a third party is involved, said party shall be notified in writing, including a copy of the original grievance. The location, date, and time shall be determined by the Grievance Committee, the grievance party, and if applicable the third party involved. Conflict of interest will always be observed.
- B. At said meeting the grievance party can present formally the grievance with any relevant documentation or corroborating witnesses. If a third party is involved they will be given the same opportunities granted to original grievances party.
- C. The Grievance Committee shall be given reasonable time to consider the matter at hand until a recommendation is rendered.
- D. The recommendation of the Grievance Committee will be presented at a regular scheduled board meeting. All parties involved shall be notified of the date of action on the grievance. The member(s) in question will also be given the opportunity to present their case. A vote on the matter will be taken by all board members present and a majority vote will determine the outcome and a motion must be made and approved to effect action.

ARTICLE IX HEADQUARTERS

- A. Headquarters of this Association shall be determined by the presiding President.
- B. The WIABE Association will maintain a current P.O. Box.
- C. The WIABE Association will maintain a current Web page.