

Bylaws of the Ohio Association of Teachers of Chinese (OATC)

(Reviewed and approved by the OATC Board Members on January 9, 2022)

I. Name

The name of the association shall be The Ohio Association of Teachers of Chinese (OATC) for K-16 teachers; hereafter referred to as the Association.

II. Purpose

The Association shall promote and improve the study and teaching of Mandarin Chinese for K-16 students and adults, and encourage a spirit of professional cooperation among its members. Specific objectives will be determined by the officers of the Association. Whether the Association will include members from higher education will be determined at an annual meeting after the Association is formed.

III. Membership

Any Chinese Language teacher, or any teacher interested in the teaching of Chinese, may join the Association upon payment of the annual dues as specified by the bylaws of the Association. Membership shall be retained by continued payment of the annual dues. Elite membership \$150/10 years, Regular membership \$20/year, Student membership \$10/year. Donations are also welcome. Membership is on a Fiscal-year basis (January 1 - December 31) and should be renewed by the end of year, preferably by the regional meeting.

IV. Officers and Elections

1. The officers of the Association shall be a president, a vice-president, 2 secretaries, a treasurer and regional coordinators. The elected officers shall be charged with governing the Association. All officers shall be elected for a term of two years. Regional coordinator is elected by the regional members during the regional meeting.

2. Elections shall take place at the annual meeting.

3. All officers shall be elected by a majority of the members present at the time of voting. A majority is defined as at least one-half of the members present plus one.
4. All officers must be current members of the Association.
5. In the event that an officer becomes vacant, the remaining officers shall take over the responsibilities until a replacement is elected at the next annual meeting. In the event that two or more offices become vacant, the remaining officer(s) shall appoint interim officers to serve until the next annual meeting, at which time replacements shall be elected.

V. Duties of Officers

1. The responsibilities of the president include:
 - A. representing the Association in its relations with other professional organizations or designating a representative;
 - B. informing membership of matters of relevance to the Association and to the members;
 - C. planning for meetings of the Association in consultation with the other officers;
 - D. conducting all Association officer meetings; and
 - E. authorizing, in consultation with the other officers, on the expenditure of Association expenses in excess of \$50.00.
2. The responsibilities of the vice-president include:
 - A. representing the president to conduct all meetings and official business in the absence of the president;
 - B. assisting the president as requested in the operation of the Association; and
 - C. overseeing the publication and distribution of the Association's newsletter.
3. The responsibilities of the secretary include:
 - A. representing the president to conduct all meetings and official business in the absence of the president and the vice-president;
 - B. assisting the president as requested in the operation of the Association;
 - C. keeping an accurate record of Association and officer meetings; and
 - D. submitting copies of all minutes to the president for distribution to the membership.
4. The responsibilities of the treasurer include:
 - A. keeping an accurate record of the Association's finances, and reporting on the Association's finances at the annual meeting;

- B. paying of the expenses authorized by the officers;
- C. depositing of dues received from the membership;
- D. advising the officers as to the Association's financial situation; and
- E. keeping accurate and up-to-date lists of the Association's membership.

5. The responsibilities of the regional coordinators include:

- A. organizing regional meetings;
- B. collecting annual membership dues;
- C. supporting regional teachers in their professional growth.

VI. Administration

The administration of the Association shall be in the hands of the officers. In addition, the ex-president of the Association shall be a consultant to the current president. However, the consultant will not vote in the board meeting.

VII. General Membership Meetings

1. The Association shall meet at least once a year. The time and place of the meeting(s) shall be determined by the president after due consultation with the other officers. The members present at any meeting shall constitute a quorum.
2. Meetings shall be conducted informally. However, if deemed necessary, Robert's Rules of Order will be followed.
3. The president shall be responsible for the meeting agenda and shall arrange for the agenda to reach Association members in sufficient time before meetings.
4. It is the policy of the Association to have the minutes of the previous meeting distributed and approved at the next Association meeting.

VIII. Publications

To facilitate communication and the exchange of ideas, and generally to promote the study and teaching of Chinese in Ohio, officers may, at their discretion, arrange for the publication of an official Association newsletter. The vice-president shall oversee the publication and distribution of the newsletter.

IX. Amendments of the Bylaws

The bylaws of the Association may be amended by a two-thirds majority vote of the members present at the annual meeting. Such amendments may be proposed by the officers, or by written notice to the officers by at least four members of the Association not later than one week in advance of the meeting at which action is to be taken.