

**NYSABE By-Laws  
Revised 11-29-14**



**PREAMBLE**

WHEREAS, in a multilingual multicultural society, language is one of the most obvious cultural characteristics 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 in this society, THEREFORE, we who are advocates of bilingual education and are interested in the promotion, progress and the implementation of effective programs, unite to bring our efforts into one multilingual, multicultural professional organization.

**Article I - Name**

The name of this organization shall be the New York State Association for Bilingual Education (hereinafter referred to as “NYSABE” or the “Association”).

**Article II - Affiliations**

NYSABE is an affiliate of National Association for Bilingual Education (NABE) a national professional organization for the purpose of recognizing, promoting and publicizing excellence in bilingual education

**Article III - Purpose**

The purpose of NYSABE is to:

- promote the establishment, maintenance, and expansion of high quality bilingual education programs 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; 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.

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**Section I. MEMBERSHIP**

The privilege of membership in NYSABE is available to all persons and groups that are interested in bilingual education, supportive of NYSABE's purposes, goals and objectives, 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 in good standing, shall be entitled to:

- Vote in all elections and other operational matters where members' vote is required;
- Be nominated for positions in the Delegate Assembly; and
- Be nominated to receive a NYSABE award after one year of membership

Membership will run for a period of one year. The Delegate Assembly, along with the Board of Directors, will determine the amount of annual membership dues.

**A. Member Categories**

There shall be four categories of membership as described below.

1. **REGULAR** - This category will include individuals directly involved in the education profession such as teachers, supervisors, administrators, consultants and professors. It also includes individuals granted a free lifelong membership for their exceptional contributions to bilingual education in NY and/or as NYSABE past-presidents.

2. **ASSOCIATE** - This category will include individuals preparing to become certified professionals in the educational field such as full time students and paraprofessionals. It will also include parents and members of the community at large interested in supporting the work of NYSABE. Professionals in the field of education are not eligible for this membership category.

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

4. **COMMERCIAL** - This category will include commercial and business enterprises interested in supporting the purposes and the work of NYSABE. Commercial members will be designated as non-voting members with the privilege of voice in all deliberations.

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**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 Board of Directors shall convene the Delegate Assembly at least four times a year.
3. The Board of Directors shall have meetings on a monthly basis (or as deemed necessary by the Board of Directors ) to carry out the business of the Association.
4. The Board of Directors shall convene other meetings as needed.
5. A simple majority shall constitute a quorum at any meeting of either the Board of Directors or the Delegate Assembly.

**Section II. DELEGATE ASSEMBLY**

The Association will have a Delegate Assembly composed of individuals elected on the basis of geographical representation, special expertise, linguistic background and/or ethnic representation.

A. Categories and Numbers of Delegates - There will be four (4) categories of Delegates as follows:

1. REGIONAL DELEGATES - Up to twelve (12) regional delegates will be elected as follows:  
Up to two (2) to be elected from each of the following regions: Long Island, New York City, Mid-Hudson , Central, Rochester and Western New York.

2. DELEGATE-AT-LARGE – Up to five (5) to be elected from throughout the state without geographic restriction.

3. LANGUAGE/ETHNIC DELEGATES - One (1) representative to be elected for each of a maximum of ten (10) different language/ethnic groups, without geographic restriction and representative of the top languages spoken in the state or a region.

4. PARENTS-AT-LARGE – Up to three (3) to be elected from three (3) different regions and to the extent possible, different ethnic/linguistic groups.

5. Total of language/ethnic *and* parent-at-large Delegates is not to exceed eleven (11).

B. REGIONS - The six (6) geographic areas listed below will be the regions from which Regional Delegates will be elected.

- Region 1 - Long Island
- Region 2 - New York City

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Region 3 - Mid-Hudson  
Region 4 - Central  
Region 5 - Rochester  
Region 6 - Western New York

**C. Election of Delegates**

1. The Nominations and Elections Committee (which shall be a standing committee) will be responsible for compiling the slate of candidates for Delegates. (See Section VI.)

2. The number of candidates for each Delegate category shall be as follows:

- a. Regional Delegates: No more than four (4) nominations for each region; except New York City which may have a maximum of 8 nominations.
- b. Delegates-at-Large : No more than eight (8) nominations per slate statewide;
- c. Language/Ethnic Delegates : No more than two (2) nominations/each language group;
- d. Parent-At-Large: No more than six (6) nominations per slate (one nomination per region).

3. The Regional Delegates will be responsible for calling a regional meeting of paid members for the purpose of nominating Regional Delegates, Delegates-at-Large, Language/Ethnic Delegates and Parent-at-Large Delegates according to schedule of elections. The names of the candidates will be submitted to the Nominations and Elections Committee by the Regional Delegates by May 1 of each year.

4. The Nominations and Elections Committee will be selected by April 1 and the elections are to be completed by June 30 of each year.

5. Regional Delgates are elected at the regional level, voted upon only by members in good standing of their own region. All other delgates are elected in a state-wide election.

6. Winning candidates will be those receiving the majority of votes cast within each category.

7. The general membership will be notified of the election results by August 1 of each year.

**D. Terms of the Office of Delegate**

1. All Delegates shall serve for a term of two (2) years.

2. Terms will begin on even years for Delegates-at-Large and Parents-at-Large; and in odd years for Regional Delegates and Language Delegates.

3. Vacancies created in the Delegate Assembly by reason of resignation or other reason shall be filled for the remainder of the term of office by appointments made by the Board of Directors.



E. Duties of Delegate Assembly

1. All members of the Delegate Assembly must be members in good standing of the Association for at least one (1) year.
2. Delegates may serve as a committee chairperson upon appointment by the Board of Directors .
3. The Delegate Assembly shall meet at least four times per year.
4. Except for the first meeting of the year, all other meetings of the Delegate Assembly shall be called by the Board of Directors . The first meeting of the Delegate Assembly shall be called to order by the outgoing president and take place in September.
5. Under the direction of the Board of Directors, the Delegate Assembly shall support and conduct all activities necessary to accomplish the purpose of the Association and to promote membership.

F. Responsibilities of the Delegate Assembly

- a. Regional Delegates shall develop and implement a proposed plan of activities – in collaboration with Delegates-At-Large and Language Delegates - upon approval of the Board of Directors .

Regional Delegates shall hold regional meetings at least once a year in their elected region.

- b. Delegates-At-Large shall participate actively in carrying out the goals of NYSABE through their work on committees and in collaboration with their Regional Delegates.
- c. Language Delegates shall represent their language group through coordination of activities, culturally relevant events and translation/support services. Language Delegates shall also ensure that members of their group participate in NYSABE's statewide and regional activities.
- d. Parent-At-Large Delegates shall serve as a liaison between the Association and the parents of children from diverse ethnolinguistic backgrounds and in bilingual education, who are committed to the goals, purposes and objectives of NYSABE.

Parent-At-Large Delegates will work closely with all other Delegates in order to coordinate meaningful activities for parents in each region.

One, two or more Parent-At-Large Delegates will (co-) chair the committee in charge of the Parents' Institute held at the annual conference.

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**Section III: 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, Treasurer, Vice Treasurer and Immediate Past-President.

**B. Election of Officers:** The officers shall be elected by a majority of the votes cast by the Delegates at the first annual meeting of the Delegate Assembly at which a 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 one year. The President of the Association shall serve an additional year on the Board of Directors as Past President with full voice and vote.

**E. Vacancies:** If an unexpected vacancy occurs, the Board of Directors will appoint a member of the Delegate Assembly to fill the position for the remainder of the year.

**1. The President shall:**

- a. Preside at all meetings of the general membership, Delegate Assembly 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 with the views discussed and approved by the Board of Directors .
- e. In conjunction with the Treasurer and Vice 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;

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- 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;
- e. In conjunction with the Treasurer, Vice Treasurer and Conference Chairperson(s), prepare a projected annual conference budget to be presented at the second meeting of the Board of Directors each year;
- f. Relinquish other positions within the Association (e.g. Regional Delegate) 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, Delegate Assembly, and general membership; and
- b. Maintain an accurate list of the names and addresses of persons and organizations to be notified of meetings.

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 Vice Treasurer and Executive Board, prepare a projected annual operating budget to be presented at the Delegate Assembly meeting at the 2<sup>nd</sup> meeting each year;
- c. Present monthly financial reports to the Board of Directors and prepare an annual written report; and

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 Vice-Treasurer shall:

- a. Assist the Treasurer in all financial duties of the organization; and
- b. In the absence of the treasurer, present the monthly financial reports to the Board of Directors and Delegate Assembly.

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6. 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 IV. COMMITTEES**

**A. Committee Leadership and Membership**

1. Committee chairpersons must be either be a member of the Board of Directors or Delegate Assembly.
2. Committee chairpersons will be responsible for recruiting members for his/her committee from the Board of Directors, Delegate Assembly and general membership.
3. The Board of Directors shall appoint chairs for a one year term and the committee chairpersons shall be selected among members of the Delegate Assembly.
4. The President is an ex officio member of all committees.
5. All delgates 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 and with the Delegate Assembly regarding membership information and documentation; and collaborating with the Delegate Assembly to develop and implement a strategic plan of action to increase statewide membership in the Association. The Membership Committee will 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 New York State. Its members will 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.



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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 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 NYSABE. This committee will include the Journal of Multilingual Educational Research (JMER) Editor, Newsletter Editor, Website Coordinator, social media coordinator and others in charge of on-line communications such as the website and e-blasts.

5. The Delegate Development Committee - This committee shall undertake those activities deemed necessary to promote the professional growth and advancement of the Association's Delegates. The chairperson of this committee will present to the Board of Directors on a yearly basis a proposal for professional development activities designed for the NYSABE Board of Directors and Delegate Assembly, including orientations, conference participation and presentation of the current issues in the field. In addition, this committee will track professional development activities of Delegates throughout the state and assist them in developing action plans and budgets.

6. Nomination & Elections Committee –

This committee shall carry out all these activities deemed necessary for the election of Delegates. The Executive Board 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 or the Delegate Assembly.

The Nomination and 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; and
- e. Report the election results to the Board of Directors.

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**Section V. AMENDMENTS**

Any NYSABE 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. Submission of the proposed amendment(s) by email (or via other preferred mode of communication by member) to the Delegate Assembly thirty (30) days prior to the meeting of Delegate Assembly.
2. Consideration of the proposed amendment(s) at the meeting of the Delegate Assembly followed by a vote of the Delegates present at the meeting.
3. If a majority of the Delegate Assembly votes in favor of the proposed amendment(s), the membership shall be informed by email (or via other preferred mode of communication by member) of the proposed amendment(s).
4. 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.