

**CONSTITUTION OF THE
MOUNTAIN INTERSTATE FOREIGN LANGUAGE CONFERENCE**
(Last amended 10/15/16)

ARTICLE I: NAME

The official name of the Conference is **THE MOUNTAIN INTERSTATE FOREIGN LANGUAGE CONFERENCE** (hereinafter referred to as the “Conference”). The Conference shall use the acronym “MIFLC” in the official correspondence, in the program for the annual meeting, and on the website.

ARTICLE II: DURATION

The existence of the Association shall be perpetual.

ARTICLE III: PURPOSE

A. The purpose of this Conference is to provide an academic forum for all those involved in the advancement of teaching, scholarship, and research on classic and modern foreign languages and their literatures at all levels, and related areas, in the states of Alabama, Georgia, Kentucky, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia.

B. While the forum provided by the Conference is primarily for those residing in the above-mentioned states, interested persons who reside in other states or abroad may also submit papers, chair sections, or participate at the annual language meeting of the Conference.

ARTICLE IV: LEGAL RESIDENCE

The legal residence of the Conference shall be that of the Secretary Treasurer.

ARTICLE V: TAX STATUS

The Conference shall be a non-profit organization.

ARTICLE VI: MEMBERSHIP

The membership of MIFLC is comprised of those who attend its annual Conference and participate in its activities and Business Meeting. All such members are expected to pay the MIFLC registration fees for attending the Conference. The amount of the registration fee for each of the following categories of members shall be determined by the Executive Committee and ratified at the Annual Business Meeting of the Conference.

Members of the Conference are classified as follows:

A. **Voting Members:**

Active Members. This category consists of all those involved in the teaching, scholarship, and research of classic and modern foreign languages and their literatures referred to in the above Article III. A. and B. including graduate students and high school teachers.

B. **Non-voting Members:**

Honorary Members. Honorary membership may be awarded at the Annual Business Meeting of the Conference upon recommendation of the Executive Committee to those who have supported and contributed during many years to the success of the Conference.

ARTICLE VII: MANAGEMENT

Section 1. Business Meeting. All power of the Conference shall be exercised by and under the authority of the Business Meeting, composed of all the active members referred to in the preceding article VI. A. However, in order to facilitate the transactions of the everyday affairs of the Conference, the Business Meeting may delegate such power upon the Executive Committee.

Section 2. Executive Committee. The Executive Committee shall administer the affairs of the Conference and be composed of the President, the Vice-President, the Secretary-Treasurer, the Assistant Secretary-Treasurer, the four preceding presidents, and the Editor of the *MIFLC Review*. The majority of its attending members shall constitute a quorum of the Executive Committee. All decisions of the Executive Committee shall be by a simple majority of voting members present. A tie vote shall be construed as a failure to pass the measure proposed.

If the site for the annual meeting of the Conference has been approved two years in advance, the person designated to head that meeting at said time may be invited to attend the meeting of the Executive Committee as an observer and as rising Vice-President. In any year, this Committee may meet as many times as necessary if any of its members request such meetings to deal with matters concerning the Conference. With the consent of a majority of the members of the Executive Committee, the President may instead conduct the meeting by conference call or electronic mail.

Section 3. To fulfill the responsibilities mentioned in Section 1. above, the Executive Committee may establish one or more committees, whether standing (for a term) or ad hoc (for special purposes), with the power to exercise, between annual meetings of the Conference, any and all powers conferred on or duties imposed upon this Constitution, in order to carry out the purposes of the Conference.

ARTICLE VIII: HOST INSTITUTION

Rotation. The sponsoring institution in any given year shall be determined by a rotating system that will give institutions in those states in the MIFLC area a fair opportunity to host the annual meeting of the Conference. The site of this meeting shall be approved by the Executive Committee and ratified at the Business Meeting. The Conference shall be held in a different state each year. If such rotation is not possible, the Executive Committee can endorse a petition to hold consecutive Conferences in the same state.

Institutions bidding to host the annual meeting of the Conference shall submit an invitation to the Executive Committee through the Secretary-Treasurer two years in advance of the proposed meeting, but no later than December 15th. It shall include:

- A. Approval in writing from two appropriate officials of the sponsoring institution (President or Dean, and the Chair or Head of the department), which is making the invitation to host the Conference.
- B. Designation of a person, from the MIFLC members of the foreign language department(s), who will manage the meeting, becoming Vice-President and then President as stated in article X. A. 2. of the Constitution.
- C. Agreement to hold the Conference during the three days stated in Article IX. A. of the Constitution.
- D. Description of facilities and logistical systems.

E. Agreement to print the program for the annual meeting following the official format approved by the Executive Committee.

ARTICLE IX: ANNUAL MEETING

A. **Annual Conference.** Once a year, the Conference shall hold its Annual meeting during three days in the month of October, preferably no later than the second week of the month. During those three days (Thursday, Friday and Saturday) the following meetings shall be held:

1. Conference Sessions for the presentation of scholarly papers by members described in Article III. A. and B. of this Constitution. The time and place of each presentation shall appear in the published program of the Conference as well as at the MIFLC website.

2. The Executive Committee shall meet the first day of the annual Conference. Its place and time will appear in the published program of the Conference and in the MIFLC website during the year and before the annual Conference takes place. During this time, any committee member may submit matters for discussion concerning aspects of the annual Conference. If necessary, before the annual meeting the President may also consult, via electronic mail, with the members of the Committee.

3. The Business Meeting shall be held the last day of the Conference with the participation of all registered members attending its annual meeting. The place and time for this meeting will be determined by the current President and announced in the published program and at the MIFLC website. This meeting's agenda shall include the following matters:

- a. to ratify or not all decisions taken by the Executive Committee in the cases required by this Constitution;
- b. approval or disapproval of the Secretary-Treasurer's fiscal annual report;
- c. approval and disapproval of the President's fiscal annual report.

4. A wine and cheese reception shall take place on Thursday evening. The traditional banquet of the Conference, with an invited keynote address, shall take place on Friday evening.

ARTICLE X: OFFICERS, TERMS, AND DUTIES

The officers of the Conference are to be university or college foreign language faculty, current and emeritus, and must consist of:

A. A **President** who will serve for a one-year term, from December 1st through November 30th of the following year. This officer must serve the previous year as Vice-President. He/she must be selected by the host institution among the members of its department(s) of foreign languages with the approval of the Executive Committee, as ratified at the Annual Business Meeting of the Conference. Before approval, the President-Designate must submit to the Secretary Treasurer a letter of invitation, specifying the financial and logistic support, from its chair and dean of the college.

The President will have the following duties:

1. be the official representative of the Conference during his/her year as President;
2. be the organizer and President of the Conference Annual Meeting;
3. chair the meetings of the Executive Committee and that of the Business Meeting.
4. continue participating in the activities of the Executive Committee and of the Business Meeting for the next four years.

Additionally, the President will:

1. manage a balanced conference budget over the year, receiving and disbursing funds for the program and meeting;
2. publicize the conference (and maintain its website that year);
3. arrange the publication of the Conference printed program;

4. appoint committees that he/she considers necessary for the organization of the annual meeting, the selection of the keynote speaker, or the writing of proposals to secure additional funds;
5. receive proposals for papers and sessions, have them evaluated by a panel of qualified readers, and organize them into a program;
6. make a report on attendance and finances to the Executive Committee;
7. disburse, by December 31st, to the Secretary-Treasurer and to the Editor of MIFLC Review those portions of conference registration fees designated as for the MIFLC Treasury and the MIFLC Review; and
8. send, by December 31st, to the Secretary-Treasurer, the Editor of MIFLC Review, and the rising President the final list of registrants' names, affiliations, and addresses; and

B. A **Vice-President** who is a member of the foreign language department(s) of the next year's host institution and has been designated as representing the institution for the Conference by its chair and dean, approved by the Executive Committee, and ratified at the annual Business Meeting of the Conference. Upon the expiration of the President's one-year term, the Vice-President automatically becomes President.

The Vice-President shall assist the President in the various duties assigned by the President and, in case of his/her absence, according to Article X. A., assume the duties and responsibilities of the President.

C. A **Secretary-Treasurer** elected for a five-year term by the Executive Committee and ratified at the Annual Business Meeting. This officer may be re-elected for an indefinite number of subsequent terms.

The Secretary-Treasurer shall keep the records of the Conference and be responsible for funds derived from the annual dues as well as the disbursement of funds as directed by the Executive Committee or by the general Business Meeting. He or she shall make an annual report on the membership and finances of the Conference at the annual Business Meeting in compliance with the provisions of this section of the Constitution. He/she will have the following duties:

1. keep the records of the meetings of the Executive Committee and the Business Meeting as well as any legal or important documents concerning the Conference;
2. manage the collection of funds that the Treasury of the Conference is entitled to receive from the annual registration fees; and
3. disburse funds from the MIFLC Treasury as directed by the Executive Committee;
4. submit to the annual meeting of the Executive Committee a fiscal report on MIFLC treasury for its approval.
5. keep the final list of registrants' name, affiliation, and addresses received from the President of each year's annual Conference; and
6. maintain and pay for MIFLC's rights to its website (www.miflc.org) and annual subscription to a server, as well as any other ongoing general services that have been agreed to by the Executive Committee.

D. An **Assistant Secretary-Treasurer** elected for a five-year term by the Executive Committee and ratified at the Annual Business Meeting of the Conference. This officer may be reelected for an indefinite number of subsequent terms. If needed, the Assistant Secretary-Treasurer will assist the Secretary-Treasurer in his/her duties or in any other activity of the Conference required by the President or the Executive Committee. The Assistant Secretary-Treasurer will substitute for the latter if he/she is not able to fulfill his/her duties temporarily or permanently.

E. The last **Four Preceding Presidents**, who will serve as voting members of the Executive Committee after his/her term as President has expired, shall attend the conference's annual Executive Committee and Business Meetings for the following four years, and will advise the President and Vice-President on questions they may have about planning and managing the annual Conference.

F. The **Editor of MIFLC Review**. The Editor shall insure the regular publication of the *MIFLC Review*, which is the official Journal of the Conference. The editor may be assisted by an Editorial staff. The Editor may appoint any additional staff needed to carry out his/her duties.

ARTICLE XI: REPLACEMENT AND REMOVAL OF OFFICERS

Section 1. Replacement of Executive Committee Members.

If the President-Designate is not able to fulfill his/her duties, temporarily or permanently, for the one-year term for which he/she was elected, the MIFLC Secretary-Treasurer, on behalf of the Executive Committee, will work with the host institution to designate an Acting President for the rest of that year. The decision will be approved by the Executive Committee and the ratification will take place at the Annual Business Meeting of the Conference.

In the event of the death, resignation, or incapacitation of one of the four preceding presidents, he/she will not be replaced.

In the event of the death, resignation, or incapacitation of one of the 5-year appointed positions—Secretary-Treasurer, Assistant Secretary-Treasurer and Editor of *MIFLC Review*--replacements will be confirmed following the procedures outlined in Article X, and each newly confirmed officer will serve the remainder of the 5-year term of the previous appointee.

Section 2. Removal of Officers.

For causes of incompetence, lack of cooperation, or lack of time to perform the duties incumbent upon any member of the MIFLC Executive Committee, the same Executive Committee may vote to ask that the person in question to resign his/her position. If the individual refuses to resign, the Executive Committee may vote to declare the position vacant and appoint, following procedures in Article X, a successor who shall serve until the end of the term in question.

ARTICLE XII: REGISTRATION FEES

Registration fees for Active Members referred to in Article VI. A. shall be determined by the host institution within the limits established by the Executive Committee each year.

ARTICLE XIII: AMENDMENTS

The Executive Committee may receive a proposed amendment(s) to the Constitution with signatures of twenty-five Active Members present on the first day of the Annual Conference. Any amendment(s) must be approved by a majority vote of the Executive Committee and ratified by a two-thirds vote of the active members in good standing present at that year's Business Meeting.

If any member of the Executive Committee proposes an amendment(s) to the Constitution, it shall be approved by majority vote of its members present, and shall be sent to the Business Meeting of that year for ratification by two-thirds vote of active members in good standing at that meeting.

If the amendment(s) is ratified, it shall be reintroduced during the following annual Business Meeting for a definite approval by a two-thirds vote of active members present at the meeting. Once approved, the proposed amendment(s) shall be in effect the day after its approval.

All amendments shall be reintroduced during the following annual Business Meeting for a definite approval by a two-thirds vote of active members present at that meeting. Once approved, the proposed amendment(s) to the Constitution shall be in effect the day after its approval.

ARTICLE XIV: DISSOLUTION

The Mountain Interstate Foreign Language Conference shall be dissolved upon the recommendation of two-thirds vote of the Executive Committee, which shall send its decision to the Business Meeting for consideration and approval. Once the matter has been moved, discussed, and approved in two consecutive annual Business Meetings of the Conference by two-thirds vote of its active members in good standing, the proposed dissolution shall be in effect the day after its approval.