



Cultures and Languages Across the Curriculum (CLAC) Consortium

By-Laws

I. Mission

The CLAC Consortium strives to develop students' critical thinking skills and enhance their translingual and transcultural competence by promoting opportunities for students to apply their knowledge of languages and cultures in meaningful ways, and in a variety of curricular contexts, outside of the traditional language classroom. The organization is committed to promoting the goals of Cultures and Languages Across the Curriculum by supporting fellow practitioners through the hosting of international conferences; the pursuit of collaborative grants; the development and publication of CLAC teaching materials and resources; the sharing of best practices; the establishment of mentor networks; advocacy of CLAC approaches to institutional administrators, educational leaders, scholars, professional organizations and decision-makers; and other means.

II. Name

The name of the organization shall be the Cultures and Languages Across the Curriculum (CLAC) Consortium (CLAC).

III. Membership

1. There are two types of CLAC membership: Institutional and Individual.

- a. Institutional Members may include: institutions of higher education, primary and secondary educational institutions, educational non-profit organizations, international education providers. Institutional Members are not required to have a formal CLAC program on their campus but should at least be working to create a CLAC program, or be in the process of developing a CLAC program.
 - b. Individual Members represent those who support the basic goals of the Consortium (i.e. international education professionals, higher education faculty and staff, graduate and undergraduate students, k-12 educators, policy maker, representatives of governmental and non-governmental organizations, business professionals, etc.).
2. There are two avenues for becoming a member of the Consortium.
 - a. Candidates for institutional membership should indicate their desire to join the Consortium to the Consortium officers.
 - b. Individuals become individual members of the Consortium by attending a CLAC conference.
3. Institutional and individual membership lists will be monitored and updated periodically to ensure that members remain active in the Consortium, as gauged by attendance at CLAC conferences and furtherance of the Consortium's Mission (see Article I). Members—both Institutional and Individual—who fail to attend two conferences in a row will be dropped from the membership as of the second missed conference.

IV. Officers and Board of Directors

1. The CLAC Consortium Board of Directors shall consist of the designated voting representative of each Institutional Member.
2. The officers of the Consortium shall consist of a Chair, Vice Chair, and Secretary/Treasurer nominated by the Board of Directors and put to vote before the Institutional Members present at the meeting.

3. Nominations for candidates for open officer positions will be requested from the Board of Directors by the Chair prior to each CLAC conference. The slate of candidates will be presented at the business meeting. Elections will take place via anonymous ballot or—without objection—a show of hands by all institutional voting members present. The terms for the newly elected officers will begin immediately upon the completion of the business meeting at which they are elected.
4. Elected officers shall serve a term of two (2) years. In the event that a conference is not held within two years framework, officers will continue until the next conference. If an officer resigns, the Board of Directors can elect a interim replacement from among their number and hold a new membership-wide election at the next conference.
5. Officers must be the designated representatives of active member institutions.
 - (a) Institutions cannot be represented by more than one officer.
6. Duties:
 - (a) The Chair shall preside at all meetings, appoint committee members, represent the Consortium to external organizations, identify a hosting institution for the conference, and perform other duties as associated with the office.
 - (b) The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence.
 - (c) The Secretary/Treasurer shall be responsible for the minutes of the Board of Directors, keep all approved minutes, and send out copies of minutes to the membership. The Secretary/Treasurer shall also maintain the membership lists, keep a record of the organization's budget and prepare financial reports as needed.
7. Regular meetings of the Officers shall be held at least three (3) times a year. Special meetings may be held at any time when called by the Chair. Agendas shall normally be provided at least one (1) week in advance.

V. Committees

1. The Officers may appoint standing and ad hoc committees as needed. Committee members are not required to be employed by Consortium member institutions.

2. Standing committees will include the conference planning committee and the Web/communication committee.
 - a. The planning committee will consist of a representative from the most recent conference host institution as well as representatives from (usually the last three) institutions to have hosted a CLAC conference. Upon identification of the next host institution and designation of its representative, this committee shall have a minimum of five people.

VI. **Voting**

1. Quorum defined:
 - (a) For the purpose of voting by the Board of Directors, a two-thirds majority of its members present at a conference constitutes a quorum. For meetings between conferences, a simple majority of the Board constitutes a quorum.
 - (b) In absence of a quorum, no formal action shall be taken except to refer items to be considered at a subsequent meeting and adjourn the meeting to a subsequent date to be determined by the Chair.
2. Passage of a motion requires a simple majority (i.e., one more than half the members present).
3. For matters before the Board, one vote may be cast by each Board member (who is the designated voting representative of each Institutional Member (see Article III.1.a above). Individual members may participate in discussions and offer suggestions or make motions but may not vote except in the election of Officers (see Article III.3 above).

VII. **Conflicts of Interest**

Any member of the Board of Directors who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his/her seat and refrain from discussion (except in answer to specific questions

posed by the Board), and will not vote on said item. Any member of the Consortium, including Individual Members, is empowered to lodge a charge of Conflict of Interest against any Board member. If seconded by another member, such a charge will be adjudicated by vote of the Board.

VIII. Fiscal Policies

The fiscal year of the organization shall be July 1- June 30. Dues may be assessed of the membership, whether Institutional or Individual, by a two-thirds majority vote of the Board of Directors.

IX. Conference Hosting [New Article]

1. Future conference hosts will be discussed and voted upon by the Board of Directors either at the Conference Business Meeting.
2. In the event that potential hosts have not been identified in time for the Conference Business Meeting, the officers will consult with and poll the Board of Directors for a vote.
3. Conference hosts agree that any funds generated by the CLAC conference, after all expenses have been paid, are to be used as determined by the Board of Directors.
 - a. The Board of Directors may elect to:
 - i. Forward monies to the next host institution for conference setup.
 - ii. Use the monies to fund a special project of the Board's devising.
 - iii. Use the monies for some combination of i and ii above.

X. Amendments

These By-Laws may be amended by a two-thirds vote of the Board of Directors, provided a quorum is present (see Article VI.1.a) and a copy of the proposed amendment(s) have been provided to each voting member at least one (1) week prior to said vote.

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