

As By Laws Chair and Parliamentarian of the Ohio Foreign Language Association, I;

- worked with the Executive Committee to switch the duties of Immediate Past President and President Elect regarding Awards Committee Chair and Nominations Committee Chair. The Immediate Past President will now be the Awards Committee Chair and the President Elect will now be the Nominations Committee Chair.
- worked with the Editor for Print Publications to change the office title to Editor of *the Cardinal*.
- worked with President Martha Castaneda to negotiate a contract with The Meeting Connection for 2015-2016.
- worked with the Awards Committee to reevaluate our awards procedures and policies.
- worked with President Elect Lucas Hoffman in preparation for the 2017 Ohio Foreign Language Association Conference.
- worked with Executive Vice-President Elizabeth Hanlon in preparation for the 2018 Ohio Foreign Language Association Conference.
- worked with the President Martha Castaneda and Treasurer Alan Turner to review the Ohio Foreign Language Association's by laws and policies with the Ohio Foreign Language Association Board of Directors at the August retreat and again prior to the Central State for the Teaching of Foreign Languages-Ohio Foreign Language Association 2016 joint conference.
- worked with the Nominations Committee and Election Chair resolve the tie in the 2016 Ohio Foreign Language Association election of Executive Vice President by issuing a second ballot.

2016 Election Results:

The Ohio Foreign Language Association's by-laws have been amended to now read:

The duties of the President-Elect shall be as follows: (A) Serve a term of one (1) year, and following completion of his or her term as President- Elect, shall become President.

- . (B) Succeed to the Presidency if that office shall become vacant.
- . (C) Carry out duties as requested by the President or the Executive Board.
- . (D) Attend regularly called meetings of the Executive Board.
- . (E) Serve as the Chairperson of the *Nominating Committee*

The duties of the Immediate Past President shall be as follows

- . (A) Serve for a term of one (1) year.
- . (B) *Serve as the Chairperson of the Awards Committee, whose duties shall be as follows:*

(1) Determine winners for the established Association Awards, subject to the approval of the Executive Board, and announce the award winners at a session of the Annual Conference designated by the President.

(2) May decide, with the consent of the Executive Board, not to confer all awards each year if there are no

candidates who adequately meet the qualifications for such awards.

(3) Suggest additional awards to the Executive Board, and shall make decisions on those awards subject to approval by the Executive Board.

(C) Carry out duties as requested by the President or the Executive Board. (D) Attend regularly scheduled meetings of the Executive Board.

The duties of the Editor of *The Cardinal* shall be as follows:

- . (A) Be responsible for all print publications of the Association and for all print publicity for the Annual Conference.
- . (B) Be responsible for publication of the official OFLA newsletter, *The Cardinal*, three times each year and additionally as the Executive Board may from time to time direct.
- . (C) Be responsible *publishing* all issues of *The Cardinal* to for the membership.
- (D) Collect and disseminate such other foreign language and Association news as the Executive Board may direct.
- . (E) Attend regularly called meetings of the Executive Board.
- . (F) Serve as Recorder, whose duties shall be as follows:
 - . (1) Be responsible for the minutes of the Annual Meeting and of all Executive Board Meetings.
 - . (2) Furnish copies of all minutes to all Executive Board members.
 - . (3) Be responsible for maintaining the files of the minutes.
 - . (4) Maintain a permanent file containing the Articles of Incorporation and By- Laws of the Association, together with a copy of each amendment made thereto and the date of adoption of each amendment.
 - . (5) Maintain a permanent file containing official minutes of meetings, the Annual Meeting, officially adopted Executive Board policies and other official matters.
 - . (6) Back up electronically the records required by provisions in Article IV, Section 8, F, (1), (3), (4), and (5) annually and give a copy to the President Elect at the last meeting of the fiscal year.
- (G) If the position of Editor of *the Cardinal* cannot be filled by a member of the Association, the Executive Board may hire an outside editor, who shall not be a member of the Executive Board. In such a case, the President shall appoint a current member of the Executive Board to fulfill the Recorder duties as described in Article IV, Section 8, F.

Respectfully submitted,

Richard Emch

By Laws Chair and Parliamentarian of the Ohio Foreign Language Association

