



**American Association
of Teachers of German**

**CHAPTER OFFICER
HANDBOOK**

Revised November 2024

Table of Contents

ABOUT AATG	1
IMPORTANT DOCUMENTS RELEVANT TO THE ORGANIZATION:.....	2
MEMBERSHIP IN AATG.....	3
GUIDELINES AND BEST PRACTICES FOR CHAPTER OFFICERS	4
SAMPLE POSITION DESCRIPTIONS.....	5
CHAPTER PRESIDENT.....	5
CHAPTER VICE-PRESIDENT	5
TREASURER.....	5
SECRETARY	5
CHAPTER TESTING CHAIR	6
MEMBERSHIP CHAIR.....	6
COMMUNICATIONS DIRECTOR	6
CHAPTER LEADERSHIP.....	6
CHAPTER ELECTIONS.....	7
REGIONAL COORDINATION	8
CHAPTER CONSTITUTION	9
SAMPLE CHAPTER CONSTITUTION	10
CHAPTER FINANCES	12
WORKING WITH THE NATIONAL OFFICE.....	12
CHAPTER BUDGET	12
CHAPTER FEES	13
TAX EXEMPTION	13
ANNUAL DUES ALLOCATION	14
MEMBER RECRUITMENT	14

CHAPTER EVENTS AND MEETINGS.....15

TIPS FOR IMPROVING ATTENDANCE AND ENGAGEMENT.....17

NATIONAL PROGRAMS AND SERVICES17

NATIONAL AWARDS PROGRAMS21

ANNUAL ELECTION FOR NATIONAL BOARD OF DIRECTORS.....22

CHAPTER OFFICER TO BOARD OF DIRECTORS22

CHAPTER GRANT APPLICATIONS22

AATG’S ONLINE RESOURCES.....23

About AATG

Mission Statement

The American Association of Teachers of German is the oldest and largest organization supporting German language educators in the world. We support the teaching of the German language and German-speaking cultures in elementary, secondary and post-secondary education in the United States.

Our Mission drives how we operate: ***AATG promotes the study of the German-speaking world in all its linguistic, cultural and ethnic diversity and endeavors to prepare students as transnational, transcultural learners and active, multilingual participants in a globalized world.***

AATG is a national nonprofit corporation governed by a Board of Directors consisting of 11 members including a president, vice-president, treasurer, equity officer, chapter officer representative, and six regional representatives. The teaching level of Board members is balanced and alternates between post-secondary and pre-collegiate at each election. AATG employs five staff members and has physical offices located in Cherry Hill, New Jersey outside Philadelphia.

The American Association of Teachers of German strives to:

- Promote the highest quality of the teaching and research of the language, literature, and cultures of the German-speaking world, and expand teaching and research at all levels and in all settings.
- Define and promote the highest standards for teachers and learners of the language, literatures, and cultures of the German-speaking world.
- Emphasize the importance and obligation of providing increased access to, and equity in, all German program offerings at all levels for all students, including those from multiracial, multicultural, and multiethnic backgrounds, and for students in diverse geographic settings.
- Foster relationships within the language teaching profession, the teaching profession in general, and the educational establishment at large.
- Communicate to policy makers and the public the rationale, substance, and value of learning German, as well as the conditions for effective language teaching and learning.
- Strengthen the structure of the Association and its communication with its members.
- Continue to improve the quality of present services and to develop programs for a diverse membership.

AATG was founded in 1926 by college and high school teachers in the New York city area. On December 18, 1926, the first meeting of the organizers took place at Columbia University. Major work on the constitution took place in 1927, and the publication of the first issue of the German Quarterly in January 1928. In that first issue, AATG president Camillo von Klenze from the College of the City of New York wrote: "...it becomes imperative for us teachers of German to use every legitimate means of improving the position of German in our schools, colleges, and

universities. The first step ...is the formation of an organization embracing all teachers of German in every part of the country. Only by enthusiastic cooperation can we hope to accomplish anything tangible." AATG continues a strong tradition of supporting teachers of German from pre-kindergarten to graduate programs in American universities.

With members in all 50 states and nearly 20 countries, the American Association of Teachers of German is the only individual membership organization in the United States dedicated to the teaching of the language, literature and culture of the German-speaking countries.

AATG has 56 local chapters which support a variety of local projects with activities focused on public relations, professional development, and teacher and student immersion. Each chapter and its officers are vital in helping achieve the mission of AATG. Chapter officers represent the association to local, state and regional AATG members. They are leaders in the profession who help teachers and their students at all levels of instruction to maintain and improve their skills, their programs, their enrollments, and their place in the educational community.

AATG's Board of Directors and the national office staff support chapters in their work. Communication between local chapter officers, members of the Board of Directors, and the national office is crucial to best serving the members of AATG. This handbook is conceived as a document that provides helpful guidelines for chapter officers.



The language from this document can be used for your social media channels, grants, or online presence!

Important Documents relevant to the Organization:

- AATG Policies: AATG policies are posted along with the date of their last revision for all members to view publicly. <https://www.aatg.org/policies>
- IRS Nonprofit Status: The IRS maintains records regarding the nonprofit status of registered organizations in the US: <https://www.irs.gov/charities-non-profits/tax-exempt-organization-search>

Membership in AATG

Why be a member of AATG? Membership in AATG supports scholarships, programs and community throughout the nation. It also gives members a participatory voice in shaping curricular discussions and connects people to the larger language learning community.

The AATG is only as strong as its membership, so we encourage members to take advantage of the hard work that has been put in over 100 years by German teachers. Membership represents the past, present and future of German language education!

Requirements for AATG membership are stipulated in the national By-Laws which define regular, life, part-time, new teacher, part-time teacher, retired/not teaching, advocate, full-time student, joint, contributing, sustaining, patron, and honorary members. Additionally, AATG has Professional Partnership opportunities available for organizational membership. Please share contact information of the national office for any organization you know of that might be interested in working with AATG!

Chapter members are drawn from the zip code of the member as registered in their national registration. Members may elect to be affiliated with another chapter if needed and chapter dues allocations are based on the national membership list. Be sure to invite new teachers in your area, graduate students, and future teachers to become members of AATG and the local chapter. [Membership information](#) can be found on AATG's website or by contacting the director of membership at the national office. Honorary membership in AATG can only be conferred by the national organization.



Chapter Officers may access an up-to-date list of their Chapter Membership by logging into their member-compass at aatg.org: <https://www.aatg.org/member-compass>.

Chapter Officers will have the tab "AATG Reports" in their account dashboard. By clicking on AATG reports, you will be able to access an up-to-date list of their members at any time.

- Dashboard
- Pay Balance
- Account History
- My Events
- Profile
- Login & Password
- Payment Methods
- AATG Reports
- Logout

Report Name	Report Category	Report Type	Action
Western Pennsylvania/West Virginia Chapter Report	Custom Report: Chapters	Membership	View Data

Guidelines and Best practices for Chapter Officers

What is required? Each chapter must have the following three officers: **a president, treasurer, and a chapter testing chair**. Two of these people should be listed on any bank account for security of chapter funds.

What are our other options?

- Chapters also have a vice-president or president-elect and a secretary and a membership chair. In many chapters, the vice-president is the president-elect; this provides a term of on-the-job training and a measure of continuity of leadership. Often one person serves as both secretary and treasurer for the chapter.
- Many chapters also have a communications director, whose responsibilities may include the production of a newsletter or maintaining the chapter's webpage and social media sites.
- Most officers are elected by the chapter members, but in some cases may be appointed, depending on the individual chapter's constitution.



The AATG chapters are a local expression of the national organization. Each chapter has a degree of flexibility to organize events, funding, and advocacy based on their local needs. You enjoy the nonprofit status of the national organization and essentially run a small nonprofit in your region.

- ★ Be creative and adjust to your needs! Some chapters span great geographic distances so only meet online.
- ★ Some chapters use the positions as leadership training for their local universities or teacher unions.
- ★ Some chapters focus on getting grant funding or conduct independent fundraising to support their efforts!
- ★ Some chapters focus on having their members recognized through national awards.
- ★ How you organize and where you focus is up to you!

Sample Position Descriptions

Chapter President

Every organization, regardless of size, location or structure, must have a leader who performs tasks aimed at developing the organization's vision and implementing the policies and procedures that allow that vision to be accomplished. The chapter president serves as the principal contact for the chapter and ensures decisions are made in a timely manner. The president calls and presides at all meetings of the chapter. The president works with the other officers and committee chairs to develop agendas for chapter and board meetings and makes appointments including the appointment of the chapter testing chair. The president usually serves as a secondary signatory in addition to the treasurer on financial accounts. Additionally, the president represents the chapter and its members at the annual Chapters' Presidents meeting and to other organizations.

Chapter Vice-President

The vice-president/president-elect must be familiar with all the responsibilities of the president and ready to preside when called upon. The vice-president performs other duties as directed by the president and as outlined in the chapter's constitution.

Treasurer

Primary responsibility for the financial affairs of the chapter rests with the chapter treasurer. The treasurer is familiar with basic accounting procedures and policies and keeps all financial records of the organization. The treasurer is instrumental in the development of an annual budget, maintains a financial history of the organization, and serves as the primary signatory on financial accounts. Additionally, the treasurer is to prepare and submit the annual financial reports and minutes to receive the annual dues allocation from the national office.

Secretary

The main responsibility of the chapter secretary is to record and distribute minutes of each meeting. The secretary also keeps a record of all activities of the organization and maintains organizational records. The secretary may also handle all official chapter correspondence, send notifications of chapter meetings, and prepare and send any required reports to the national office.

Chapter Testing Chair

The chapter testing chair is appointed annually by the chapter president. Together with a selection committee, consisting of two or more additional members, the chapter testing chair is responsible for the selection of chapter nominees for the AATG/PAD Study Trip Awards and other National German Exam prizes. The chapter testing chair is usually selected from members who teach at the college or university level; however, if no college/university level members are available to serve, two primary teachers may serve as co-chairs. In the event of a co-chairmanship, members should be from different districts to ensure a fair selection process among student finalists. The chapter testing chair may also be called upon to assist schools in the chapter in locating alternative testing sites. The chapter testing chair is responsible for the distribution of National German Exam prizes sent by the national office and may be called upon to seek donations for awards for students who score well on the exam. In many chapters, the chapter testing chair helps organize a National German Exam awards ceremony for students, parents, and administrators.

Membership Chair

The membership chair is responsible for recruiting and engaging new members, and for organizing membership drives and events. The membership chair monitors membership records and contacts teachers, who are new to the area, inviting them to join the organization. The membership chair also helps remind members to renew their memberships. Membership chairs may also drive initiatives to honor AATG members via the AATG Hall of Recognition or through fundraisers. AATG celebrates those who have influenced, mentored, and inspired members through AATG's Hall of Recognition, where a photo and personal tribute can be shared. AATG staff can also help chapters organize fundraisers in honor of deceased AATG members in which anyone can donate to AATG in the deceased member's memory.

Communications Director

The communications director is responsible for the distribution and sharing of information within a chapter. This may include the creation and distribution of a chapter newsletter, a web page, or maintaining the chapter's social networking presence on Facebook, Twitter, Instagram, etc.

Chapter Leadership

Since chapters are in a way smaller versions of the national nonprofit, this presents opportunities to lead, both big and small. Both officers and chapter members have an opportunity to support German through chapters. This includes supporting AATG programs and scholarships, identifying future leaders and supporting their professional development, recruiting as many members as possible, nominating members for awards, supporting the National German Exam testing, and submitting chapter grants.

In addition to sharing the work of coordinating chapter activities, chapter leadership should:

- Advocate for German in your region, using local or national resources such as [JNCL](#)
- work closely with colleagues from different geographical locations within the chapter and from all teaching levels
- identify and encourage colleagues to work together in reaching mutual goals
- shepherd the nomination of chapter members for national, regional, and state awards
- identify and optimize the skills each member has to offer including writing press releases, designing graphics, using technology, optimizing the chapter's social networking, political know-how, organizational skills, organizing grassroots support, developing instructional materials, knowledge of current events, teaching methodology
- complete an inventory of all foreign language programs in every pre-collegiate and postsecondary institution in the area to determine how German enrollments compare to enrollments in other languages
- identify potential members including undergraduate and graduate students in German
- identify and advocate for German programs at all levels of instruction that may be threatened with elimination through targeted advocacy including letter writing campaigns
- identify German teachers in the area who will be retiring soon. Ensure that the program will not be eliminated by assisting the teacher in finding a replacement before the retirement occurs
- connect with other language organizations in the state/region, actively recruit AATG members to serve on the board of state organizations
- advocate for development of (K-8) programs
- encourage members of the chapter or the chapter itself to **contribute to an AATG Endowed Fund.**



Leadership in the chapter should not be a huge time commitment. Set reasonable goals and take time to realize them!

Chapter Elections

If possible, a nominating committee should be appointed each election year. Usually, this committee does not include any officers or members of the board of directors. It is important that the composition of the nominating committee varies from election to election. Nominations for each office should be solicited from the general membership.

Candidates should provide a written statement and short biography for the ballot. Ballots should allow for write-in candidates for each office. Each chapter member should be provided an opportunity to cast a ballot in chapter elections. If you have a large number of members who are voting, the national office can easily set up electronic balloting for your chapter elections, if needed. Please contact the Director of Member Services for assistance.

Immediately following an election, the results of the election are to be provided to the national office or manually updated in each member's AATG profile. Each officer should promptly forward any chapter records they possess to the newly elected officer. Newly elected treasurers should contact any financial institutions holding chapter funds to initiate a change in authorized signatories. This may require a signed resolution by the chapter officers or copies of chapter meeting minutes certifying the election. Depending on circumstances, it may be in the best interests of the chapter to move accounts to a new financial institution to make managing accounts easier for the treasurer.

Regional Coordination

Chapters are encouraged to work with the national office and other chapters. Given the great distances that often separate German programs, chapters should work with any constituents they see as relevant to advance their mission. The US has been divided into six regions and each region has a representative who serves on AATG's Board of Directors and can support chapter board members in numerous ways.

Northeast	Connecticut, Maine, Massachusetts, Northern New England (New Hampshire and Vermont), Central New York, Hudson Valley, Long Island, Rochester, Rhode Island
Southeast	Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, Virginia
Central	Indiana, Maryland, Michigan, Northern New Jersey, Southern New Jersey, Ohio, Central Pennsylvania, Western Pennsylvania/West Virginia, Philadelphia/ Delaware
Midwest	Northern Illinois, Southern Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin
Northwest	Alaska, Colorado/Wyoming, Idaho, Montana, Nevada, Northern California, Oregon, Utah, Washington
Southwest	Arkansas, Arizona, Hawaii, Louisiana, New Mexico/El Paso, Oklahoma, Southern California, San Diego, North Texas, Houston, South Texas



Chapters have two ways to coordinate with the national board of directors. The Chapter Officer's representative looks out for the chapter interest directly, and the regional coordinators pay particular interest to regional issues. Chapters should be encouraged to reach out to the national board of directors for issues of governance and strategic direction!

Chapter Constitution

Each chapter must have a constitution to govern the chapter. All provisions of the chapter constitution must agree with the principles of the national constitution and the by-laws. AATG policies are posted along with the date of their last revision for all members to view publicly. <https://www.aatg.org/policies>. A copy of the current chapter constitution must be on file in the national office.

A copy of the chapter constitution should be given to newly elected chapter officers by outgoing officers. The chapter constitution should be reviewed regularly, at least every five years, and revised as necessary.

Each chapter constitution should include the following:

- I. a clearly defined election process
- II. terms of office defined as two years
- III. length of service for an officer limited to no more than three consecutive two-year terms (six consecutive years)
- IV. statement noting that offices are to be held alternately by post-secondary and pre-collegiate colleagues
- V. provisions for establishment of a board of directors
- VI. provision for appointment or election of a membership chair to serve on the board of directors
- VII. inclusion of the past president on the board of directors
- VIII. an amendment clause
- IX. a dissolution clause

Sample Chapter Constitution

Constitution of the _____ Chapter of the American Association of Teachers of German

- Name: The name of the chapter shall be the _____ Chapter of the American Association of Teachers of German.
- Purpose: The chapter proposes to promote and improve the teaching of German in the area defined by this chapter, and to encourage a spirit of cooperation and fellowship among its members. The purpose of the chapter conforms to that of the national organization.
- Membership:
 - a. Any individual interested in the teaching of German may become a member of the Chapter upon payment of the annual dues to the national organization. Continued membership requires payment of the annual dues.
 - b. Membership types, the appropriate fee for each membership type, the membership period, and the benefits included in that membership fee are determined by the national organization.
 - c. All Chapter members must belong to the national organization, and, as such, pay dues to the national organization.
 - d. Honorary membership in the AATG may be conferred only in accordance with stipulations in the national constitution.
- Officers, Nominating Committee, and Elections
 - a. The president, vice-president, secretary, and treasurer shall be elected for a term of two years renewable for one more term and are thereafter normally not eligible for reelection to the same office.
 - b. The nominating committee, consisting of three to five members representative of the membership of the chapter, shall prepare a slate of nomination for each office. This committee shall solicit suggestions for nominations from the membership and shall present at least two candidates for all offices.
 - c. The slate of nominees shall be made known to all chapter members at least three weeks prior to the election. Election of officers shall be by secret ballot of all chapter members.
- Administration: The board of directors consists of the elected and appointed officers and sets policies and goals and deals with chapter business between meetings. In addition, the most recent former president of the Chapter may be a member of the board of directors for one year after leaving office.

- Meetings: The chapter shall meet at least once per year. The time and place of the meeting shall be determined by the president after due consultation with the board of directors. The members present at any meeting of the chapter shall constitute a quorum.
- Amendments: The constitution of the Chapter may be amended by a two-thirds vote of members present at any regular meeting. Such amendments may be proposed by the board of directors by written notice to the chapter presidents by at least four members of the Chapter not later than one month in advance of the meeting at which action is to be taken. The president shall submit such proposed amendment or amendments to the membership at least three weeks prior to the time of final action.
- By-Laws: By-laws may be adopted or changed at any meeting of the chapter by majority of the members present, provided that notice of the proposed changes is sent to all the members at least three weeks prior to such meeting.
- Removing an Officer: Any officer may be removed for cause by the affirmative simple majority vote of the chapter board of directors.
- Dissolution of the Chapter: The Chapter may be dissolved only 1) at a special meeting called for that purpose, 2) through a vote by a majority of the remaining members of the Chapter, or 3) through clear evidence that the Chapter no longer is active. No member of the chapter shall be entitled to any distribution or diversion of its remaining property or proceeds. The balance of the money, other property or assets received by the Chapter from any source shall be distributed for exempt purposes to qualifying charitable beneficiaries, preferably the national organization, the American Association of Teachers of German which is registered as a 501 (c) (3) of the Internal Revenue Code.

Chapter Finances

The American Association of Teachers of German is a tax-exempt organization as described in Section 501 (c) (3) of the Internal Revenue Code. AATG chapters are independent entities (i.e. chapters are their own non-profit!) and each has an employer identification number (EIN) issued by the IRS. The national office has a record of each chapter EIN on file and can provide that upon request.

Primary responsibility for the financial affairs of the chapter rests with the chapter treasurer, but each elected officer has fiduciary responsibility for the organization according to nonprofit law. ***At least one other officer, usually the chapter president, should be authorized to sign checks drawn on the chapter's account.*** Best practices to ensure continuity of access to chapter funds include having two signatories on the chapter bank account.

Note from National Office: Chapters should establish procedures for how and when fund dispersals may be authorized through simple checks and balances. If funds are sufficient, the chapter may consider an interest-bearing account in addition to an operating account. All accounts must be in the name of the chapter using the chapter federal EIN and not the chapter treasurer. The Executive Director is available to the chapter treasurer or chapter president for consultation on any financial matter.

Working with the National Office

AATG is an important organization in national language policy and programming. It therefore invests resources to maintain a professional staff and Executive Director (CEO) for the nonprofit corporation.

The professional staff of the organization manage the day-to-day operations of the organization, as guided by the board of directors. For matters of finance, legal, logistical, membership, and programs, please contact the relevant AATG staff member. For matters of governance, strategic direction of the organization, questions about policies, or issues specified in the by-laws or constitution, reach out to the board of directors.

Chapter Budget

Each year, the chapter board of directors should prepare a budget. The budget should detail the programs that the chapter plans for the year, showing anticipated revenue by source and anticipated expenses by program. This budget should be presented to the membership at a meeting of the chapter for adoption. Adoption of the budget should be noted in the minutes.

The chapter treasurer should maintain a simple cash receipts and disbursement journal. The source of each receipt should be noted as well as the purpose of each disbursement. A cash disbursement sheet should allocate each expenditure according to the programs approved in the budget. Expenditures for items not included in the approved budget should be ratified by the chapter officers and a note made in the minutes.

The chapter treasurer should document financial records showing actual receipts and expenditures versus budgeted amounts. These reports should be provided both to the board of directors and to the general membership at a regular business meeting. An annual audit of chapter books should be conducted by an internal chapter committee.

Chapter Fees

Many chapters charge fees for participation in professional development opportunities and workshops in order to cover the costs for refreshments, materials, honoraria, mailings, or travels. These vary amongst the chapters and are collected by the chapter treasurer. The AATG national office has software for “ticketed events” and can collect these fees on behalf of a chapter in some cases.

Fraud Prevention

Chapters should be aware of the potential for internet fraud since nonprofits are regularly targets. A procedure to verify all withdrawal requests could include a phone call between the president and the treasurer so that email is not the main mechanism for authorizing fund dispersal. Any non-standard requests by email should be reported to the chapter officers immediately. This includes requests for a check to be sent out of state, requests for gift card purchases, or requests for “discretion” which are standard tactics in non-profit fraud cases.

Tax Exemption

The 501(c) (3) status grants charitable nonprofits exemption from federal corporate income taxes. Individual states offer nonprofits a variety of exemptions from taxes they impose such as sales taxes. Typically, exemption in individual states requires submitting an application to the state’s department of revenue which must be renewed periodically. Information on exemptions for each state can be found at www.harborcompliance.com/information/nonprofit-tax-exempt-status. Details are available on each state revenue department website.

The IRS requires that each tax-exempt organization as described in Section 501 (c) (3) of the Internal Revenue Code file an annual 990. The fiscal year for each chapter has been defined to the IRS as October 1 to September 30. The IRS requires the filing of the annual 990 by mid-February and this filing is handled by the national office. The filing requires certification that the organization is still in existence and that annual gross receipts are typically less than \$50,000. Should a chapter’s gross receipts total more than \$50,000 in a given fiscal year, this should be reported to the national office before December 31 following the close of that fiscal year.

Please note that each year prior to February 15 a 990-N (electronic postcard) has been filed for all active chapters for the fiscal year ending the previous September 30. AATG’s office will send copies of the 990-N upon request.

Annual Dues Allocation

The national office allocates chapters 10% of each paid member's dues up to \$9.00 in April each year. We encourage chapters to promote membership auto-renewal to prevent lapses in membership. Funds are only allocated on behalf of members who have paid their member dues for the prior calendar year.

To receive this allocation, each of the following conditions must be met by March 15 with checks scheduled to be mailed out by the end of April:

- all chapter officers must be current members of AATG in good financial standing
- minutes of chapter business meetings must be submitted to the national office
- an annual treasurer's report or a copy of the chapter's year-end bank statement must be submitted to the national office
- the chapter must have an active online presence via webpage or social media

Member Recruitment

AATG's strength and effectiveness is found in its chapters. Recruiting new members and retention of present members is vital to the association. The national office can support the membership committee in each chapter, but a strong chapter program and a personal touch are the keys to successful membership recruitment and retention.

Each chapter should have a membership committee. The number of committee members will depend on geography and the size of the chapter. The committee should be responsible for contacting German teachers in the area to invite them to join AATG. Contact with new teachers is especially important. Personal contact from the committee chair or chapter president often brings results. The membership committee should also reach out to former members to encourage them to renew their membership in the association.

Chapters often find that K-12 members of the committee have the greatest success in recruiting K-12 members and post-secondary members of the committee in recruiting colleagues at post-secondary institutions. When recruiting new members, highlight AATG's programs that will be of greatest interest to those individuals. For example, college/university faculty may be particularly interested in our journals, publishing opportunities, national awards, and networking opportunities. Primary educators might be more interested in the National German Exam, summer study program, and honor societies for K-12 teachers. The teaching materials and professional development opportunities for all.

German departments at colleges and universities should be encouraged to provide pre-service teachers and graduate students with memberships to AATG.

The membership committee might get a list of German teachers from the state education department. The state foreign language association also has names of teachers of German to contact. Often lists from state education departments or language associations are incomplete or not up to date. The committee might divide the chapter area geographically and update the

chapter contact list through web research or telephone contact. Check the names against those on your chapter roster and share the names of individuals who are not members with the membership coordinator in the national office. The national office can support the chapter membership committee in recruiting by sharing template messages and membership highlights.

Chapter Events and Meetings

Chapters are required to hold at least one business meeting each year. This can be online, in person, or hybrid. Holding more than one meeting annually gives members the opportunity to be more involved. Chapter meetings may be held in conjunction with meetings of other professional organizations, for example at state or regional meetings.

Business meetings should be conducted according to Robert's Rules of Order. Minutes of all meetings should be kept to record the actions taken and the major points of discussion. Minutes of meetings should be passed on from each chapter secretary to the next. When a chapter board meets, its minutes should also be recorded as described above. Minutes of all chapter meetings must be sent to the national office within four weeks of the meeting date.

Note from the National Office: We want to send each chapter their dues allocation! Please ensure that you hold and document at least one business meeting per year!

Ideas for Chapter Events and Meetings

The president of the chapter usually has responsibility for planning chapter meetings, though in many chapters this task is often shared by the board of directors. Themes and activities should appeal to a wide range of teachers at all levels of instruction.

- Design the meeting around a theme (Grünes Deutschland, Social Justice, Kinder- und Jugendliteratur, Technology, Common Core Standards, Advocacy, etc.). Invite workshop leaders from all instructional levels to present and participate.
- Show a recent German film that could be used in the classroom. Invite a speaker who can provide insight into cultural, linguistic, historical, or artistic aspects of the film followed by a discussion.
- Offer a workshop on new textbooks and teaching materials. Often you can invite the author(s) to present. Such visits may be funded by the publisher. **Check out AATG's Professional Partner Directory** for our Publisher Partners!
- Contact the nearest German/Austrian/Swiss consulate or Goethe-Institut and find out how they can help the chapter. Get on their mailing lists. Invite representatives to attend chapter meetings.
- Hold a grant writing workshop to see how to apply for AATG funded programs and grants. The national office may be able to provide a speaker.
- Present a demonstration of proven strategies and techniques.
- Plan an activity with neighboring chapters. Contact your **Regional Representative** for assistance.

- Organize a “Swap Shop” or “How To” session. Have members share successful materials with other members.
- Plan demonstrations of computer, video, or online resources for classroom and teacher use.
- Plan one-day or weekend immersion workshops for teachers and students.
- Instead of meeting on a Saturday, plan a week-day retreat or try an after-school meeting followed by a social event. Some chapters report that they have doubled attendance and that school districts have paid registration fees for such professional development events.
- Meet in conjunction with your state foreign language association or regional conferences: Central States Conference on the Teaching of Foreign Languages (www.csctfl.org); Northeast Conference on the Teaching of Foreign Languages (www.nectfl.org); Pacific Northwest Conference on Language Teaching (www.pncfl.org); Southern Conference on Language Teaching (www.scolt.org); Southwest Conference on Language Teaching (www.swcolt.org).
- Plan a meeting around a student awards luncheon, reception, or dinner. Organize a *Festessen* or award dinner for students who have scored well on the National German Exam. This provides an opportunity to entertain parents, friends, special supporters, and administrators and to demonstrate the level of commitment on the part of AATG members.
- Organize student activities with competitions, such as poetry readings, drama festivals, *Sprachfeste*, declamation contests, writing contests.
- Contact chapter members who have participated in AATG-sponsored seminars or workshops to share their experiences.
- Offer professional development workshops that offer CEUs.
 - **Note from the National Office:** All offerings for CEU/PD are based on local conditions and state procedures. It is the responsibility of each chapter to review the local conditions to determine what the process is for offering CEUs/PD and to receive authorization to offer credit-earning opportunities.



Tips for Improving Attendance and Engagement

- Focus on fun! Organizing an outing to a sport's game in which everyone wears **AATG branded shirts**, planning a *Stammtisch*, visiting museums, or group meals at a German restaurant are great ways to compliment your chapter meetings.
- Open the invitation: Encourage your members to bring a +1.
- Hold your meeting as a language immersion day
- Publish chapter events in the **AATG events calendar**
- Send letters of commendation to members who have organized a meeting or conducted other activities of benefit to the chapter or the teaching of German
- Organize a statewide convention for students, parents, and teachers
- collaborate German societies in your area for donations to buy awards for students who score well on the National German Exam
- Establish a German Educator of the Year Award and recognize the recipient at the regional foreign language association's annual meeting
- Present a "Certificate of Participation" to each chapter member who attends a chapter meeting

National Programs and Services

AATG offers a wide variety of programs and services for members. AATG's website **www.aatg.org** describes programs, publications, and services. Learn about the programs and encourage your chapter members to take part. The AATG exists because of you, so please take advantage of every opportunity possible!

National Awards Programs

AATG offers awards for outstanding teaching and service each year. AATG depends on chapter officers and members for nominations, since you know best who these outstanding educators are. Make sure that your outstanding members gain the recognition they deserve by nominating them at the national level!

Most award nominations are due in late spring with awards presented the following fall. The following awards are available for AATG members:

- **AATG Outstanding Educator Award** awards at the primary, high school and collegiate/university levels. Awarded by AATG for excellence in teaching, as evidenced by the individual's ability to stimulate and challenge students intellectually; and for the teacher's professional growth and contributions, as evidenced by continued study, by the ability to influence the quality of education in classrooms other than one's own, and by contributions to the academic environment outside the classroom.
- **AATG/Goethe-Institut Certificate of Merit** honors achievement in furthering German teaching in the US. German teachers may be recognized for outstanding teaching, creative and successful activities promoting German, innovative curriculum and successful course design, successful interdisciplinary cooperation, and/or significant contributions to the profession.
- Award recognizes German educators who provide opportunities for their students to study abroad on short-term exchanges to Germany through the German American Partnership Program (GAPP).
- **AATG Friend of German Award** recognizes exemplary leadership in the advocacy of German and German language education at the local, regional, or national level. Awards are presented to an individual or organization outside the German teaching profession, as well as to a German educator. This award is a great way to recognize those in your community who support your German program!
- **German Embassy Teacher of Excellence Award** recognizes teachers who may have started a new program or revitalized an existing one and contribute to their AATG chapter.
- **AATG German Centers of Excellence program** identifies and honors excellence at all levels of instruction K-16. The designation is presented to a well-established and growing German program with strong support from the administration, colleagues, alumni, parents, and students.
- **FL-A-CH Award** honors excellence in the teaching of the language and cultures of Austria, the German-speaking areas of Switzerland, Liechtenstein, and Südtirol in the US. German educators may be recognized for developing materials and activities for use in the classroom, research and scholarship, and/or leadership in projects that promote these cultures at home and abroad.
- **The German Quarterly Graduate Student Paper Award** recognizes the best research paper by a graduate student on any topic related to German Studies. The selection committee, which includes members of the Editorial Board, annually selects an essay to be published in *The German Quarterly*.
- **Max Kade Prize for Best Article in *The German Quarterly***
- **Best Article in *Die Unterrichtspraxis/Teaching German***

Annual Election for National Board of Directors

Each year, two regional representatives are elected to the Board of Directors, one from the pre-collegiate level and one from the post-secondary level. Every other year candidates are sought for a two-year term as vice president, who then assumes the presidency for two years. Chapter officers play a vital role in identifying and nominating candidates for national office.

Chapter Presidents' Officer

The Chapter Presidents' Officer on the Board of Directors will organize the annual Chapter Presidents' meeting and can consult with chapters on operations.

Nominees for this position should be current, outgoing, or have been Chapter Officers (President, Secretary, Treasurer, Regional Representative) within the past 3 years. They will be elected to a 3-year term, similar to the regional representatives. The candidates can come from any region or AATG chapter.

Chapter Grant Applications

The AATG maintains an ongoing and [updated list of funded programs](#). It is organized in three areas.

- Grants for Teachers
 - Encourage others to apply for these opportunities and/or apply yourself!
- Grants for Students
 - Student recognition is one way to keep programs strong! Encourage your students to apply regularly to these programs!
- Grants for Programs
 - Chapters or institutions may apply directly to support their own initiatives.

AATG's Online Resources

AATG has many online resources on our website (<https://www.aatg.org/>). Our website offers chapters a variety of services which are available for free to AATG chapters.

AATG members can add events to a chapter calendar, create event registration, and collect registration fees for chapter events using AATG's website. If you need help using AATG's website to advertise or sell tickets for an event, contact the Director of Member Services.

Be sure to encourage your chapter members to take advantage of all features and member benefits available to AATG members, especially those listed below:

- AATG's Educator Forum (found on Facebook, Facebook account required):
<https://www.facebook.com/groups/AATGListservFans/>
 - This online discussion forum for AATG members is a great resource for all teachers of German to connect and collaborate – people post questions or comments and share teaching resources and ideas.
- Advocacy Toolkit <https://www.aatg.org/advocacy-toolkit>
- Career Center <https://jobs.aatg.org/>
- Contact AATG: <https://www.aatg.org/aatg-staff>
- News Blog: <https://www.aatg.org/news/>
- Professional Partner Directory: <https://www.aatg.org/professional-partners>
- Quarterly Newsletter: <https://www.aatg.org/newsletter>
- Store: <https://store.aatg.org/>