

LAALTA Latin American Association for Language Testing and Assessment

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LAALTA By-Laws

17th February 2020

ARTICLE I: MEMBERSHIP, DUES AND FEES

Section 1

Active members of LAALTA are defined as those who register as members on the LAALTA website (laalta.org). To remain an active member, each member must annually indicate the desire to continue to be a member by updating their contact information on LAALTA.org when prompted.

Section 2

The Executive Board shall have the power to create additional categories of membership, on the recommendation of the Treasurer.

ARTICLE II: MEETINGS

Section 1

The annual meeting of LAALTA shall be held each year online or, when possible, in the same location as a relevant conference on language testing or applied linguistics. The Annual Business Meeting (ABM) of LAALTA shall be held during the annual meeting of LAALTA each year.

ARTICLE III: EXECUTIVE BOARD

Section 1

The Executive Board of LAALTA shall consist of the President, the Vice-President, the Secretary, the Treasurer, the two members of the Communications Committee, and the four Members-at-Large. The Immediate Past President shall have the option of being a member for one year after serving as President.

Section 2

The President shall serve LAALTA for a two-year term. The Vice-President shall be elected for a two-year term and shall succeed to the Presidency at the end of this term. In the event of incapacity or resignation of the President, the Vice-President shall succeed to the Presidency at this time and shall remain in office for the completion of a four year term, that is, until December 31st of the year in which their term as President would normally have expired. In the event of incapacity or resignation of the Vice-President, a special election shall normally be held to elect a new Vice-President, who shall serve for the remaining term and then assume the Presidency.

Section 3

The four Members-at-Large of the Executive Board shall serve for staggered terms of one year each, and may succeed themselves for no more than one additional term. The Members-at-Large shall serve on awards committees and shall undertake other responsibilities as allocated by the President.

Section 4

In the event of the incapacity or resignation of someone other than the President or Vice-President, in other words, the Secretary, the Treasurer, a Member-at-Large of the Executive Board or a member of the Communications Committee, the Executive Board shall fill the vacancy for the unexpired term.

Section 5

A face-to-face meeting of the Executive Board shall be held at least once a year during the annual meeting of LAALTA or at another location, when a majority of the members can be present. Otherwise, the Executive Board shall conduct its business by means of email and other communications media, as appropriate.

Section 6

The Officers of LAALTA shall normally be expected to attend the Annual Business Meeting of the Association and an annual online or face-to-face meeting of the Executive Board, if possible. An officer may request a travel grant of up to US\$1000 to attend both of these meetings. Such requests shall be considered by the Executive Board on a case-by-case basis, having regard for the financial situation of LAALTA at the time and whether any alternative source of funding is available to the officer concerned.

All members of the Executive Board shall receive a waiver of the registration fee for the annual meeting of LAALTA when they attend the Annual Business Meeting and/or the face-to-face meeting of the Board there.

Section 7

The Executive Board shall be the administrative agent of LAALTA, shall supervise the work of the Secretary and the Treasurer and shall exercise general supervision over the affairs of the association. In the interval between Annual Business Meetings of LAALTA, the Executive Board shall have authority to take such actions as are deemed necessary for the conduct of the Association's affairs in accordance with the Constitution and By-Laws.

ARTICLE IV: DUTIES OF OFFICERS

Section 1

The President shall serve for a two-year term as presiding officer of the LAALTA Executive Committee (LEC) and coordinate/perform responsibilities adhering to the main office. After their term, the President shall serve as a full member of the LEC for one year. Duties include but are not limited to the following:

- a. Strategically plan and steer LAALTA's activities; carry out the purposes or business of LAALTA and other actions as directed by the membership.
- b. Liaise with and represent LAALTA with other professional organizations.
- c. Propose and/or approve the strategic plan of LAALTA's internal committees.
- d. Propose the agenda for meetings of the Executive Committee and the Annual General Meeting.
- e. Keep members of the LEC informed of important issues concerning LAALTA and its affairs with other professional organizations, as well as important matters concerning the field of language testing and assessment.
- f. Give an annual report of the activities carried out in the lapse of time of functions at the Annual General Meeting.
- g. Ensure that LAALTA's actions and decisions adhere to the ILTA Code of Ethics.
- h. Develop a strategic communications plan for the association.
- i. Oversee the functions of the Communications Committee and the campaigns and tasks of the website manager and the social media manager.
- j. Distribute information to the Communications Committee to be shared on the webpage and social media accounts.
- k. Send communications to the membership or other instances as required by the Executive Committee.
- l. Develop the communications policies related to the content and security of the LAALTA webpage and social media pages, and ensure their implementation.

Section 2

The Vice-President shall be elected for a two-year term and shall succeed to the Presidency at the end of this term. In the event of incapacity or resignation of the President, the Vice-President shall succeed to the Presidency at this time. The Vice-President's duties include but are not limited to the following:

- a. Represent the Association in the absence of the President; and
- b. Undertake such other responsibilities as the President may designate or circumstances may call for.

Section 3

The Immediate Past President shall have the option of serving as a Member-at-large of the Executive Board for one year after completing his/her term as President. The position of member-at-large will be saved for the president when completing their term and will only be open for election if the president decides not to continue. During the year the Immediate Past President serves as a Member-at-large, s/he shall have voting rights and shall participate in meetings and discussions of the Board, primarily as a consultant.

Section 4

The Secretary shall serve for a term of two years. The Secretary shall perform the usual functions of secretary and shall administer the general affairs of LAALTA under the direction of the Executive Committee. Specific duties of the Secretary include but are not limited to the following:

- a. Record and distribute the minutes of all meetings.
- b. Assist the President with arrangements for the Annual General Meeting.
- c. Carry out administrative and logistics tasks for LAALTA.
- d. Maintain the record of individual members up to date, and organize renewal campaigns at regular intervals (every 2-4 years).
- e. Communicate relevant information to the Communications Committee to be distributed among membership.
- f. Give a report at each meeting of the Executive Committee of the activities carried out in the lapse of time of functions.
- g. Be the first point of contact for communications from the membership and from external stakeholders.

Section 5

The Treasurer shall serve for a term of two years. The Treasurer shall perform the usual functions of treasurer and administer the financial affairs of LAALTA under the direction of the Executive Committee. Specific duties of the Treasurer include but are not limited to the following:

- a. Collect any dues and/or receive funds provided to LAALTA.
- b. Maintain financial records of LAALTA.
- c. Pay bills generated by LAALTA and its functions.
- d. Conduct an analysis of LAALTA income and expenditure every 6 months.
- e. Provide financial advice and assistance to the Conference Coordinator (to be elected during the year), to enable them to access funds to support conference arrangements, and to assist the LEC in making financial accounting to LAALTA.
- f. Communicate relevant information to the Communication Committee to be distributed among membership.
- g. Give a financial report at each meeting of the Executive Committee including a description of the activities developed in the lapse of time of functions.

Section 6

The Communications Committee shall have two members, each of whom shall serve for a term of two years. The Communications Committee members shall perform the functions under the direction of the Executive Committee. Specific duties of the Communications Committee include but are not limited to the following:

Website Manager:

- a. Develop/maintain the official LAALTA website.
- b. Update the LAALTA official Website with relevant information provided by the President and/or the Secretary.
- c. Publish relevant information related to language assessment and language testing on the webpage.
- d. Report to the President any relevant matters concerning the maintenance/function of the official LAALTA website.

Social media Manager:

- a. Develop/maintain official social media accounts on behalf of LAALTA: Facebook, Twitter.
- b. Publish relevant information related to language assessment and language testing on social media accounts.
- c. Report to the President any relevant matters concerning the maintenance/function of the official LAALTA social media accounts.

Section 7

There shall be four Members-at-Large, each of whom shall serve for a term of one year. Members-at-Large may succeed themselves for no more than one consecutive term. The Members-at-Large shall serve on awards committees and shall undertake other responsibilities as allocated by the President. Specific duties of the Members-at-Large include but are not limited to the following:

- a. Participate in the preparation of a slate of candidates for each position on the LEC that is open for election, and for positions of Members-at-Large.
- b. Oversee the election procedures and assure that they are conducted ethically and according to the Constitution of LAALTA.
- c. Assist in the organization and development of the Annual Conference.
- d. Assist in the maintenance of the Materials Repository of LAALTA in coordination with the Webpage Manager.
- e. Participate in the recruitment and retention of members.

Section 8

The terms of all officers and members of the Board shall run from January 1st of the year after they are elected to December 31st of the year in which their term expires.

ARTICLE V: NOMINATIONS AND ELECTIONS

Section 1

All candidates for election as an officer, a Member-at-Large of the Executive Board and member of the Nominating Committee shall be nominated by the Nominating Committee. Any member of LAALTA may submit suggestions for nominees for any office to the Nominating Committee.

Section 2

All officers, Members-at-Large of the Executive Board and members of the Nominating Committee shall be elected by a ballot initiated by the Secretary no later than January 31 of the year in which each position falls due for re-election. Voting shall be by a suitable online medium.

Section 3

For the offices of President, Vice-President, Secretary, and Treasurer, each member of LAALTA shall have one vote and the candidate receiving the largest number of votes shall be elected. For the positions of Member-at-Large of the Executive Board and member of the Nominating

Committee, each member of LAALTA shall have as many votes as there are vacancies and the candidates receiving the largest numbers of votes shall be elected. In the case of a tied vote for any of the vacant positions, the tie shall be broken by a majority vote of the Executive Board.

ARTICLE VI: COMMITTEES

Section 1

Standing committees of LAALTA shall include the Nominating Committee and the By-Laws Committee.

Section 2

The Nominating Committee shall consist of four members of LAALTA elected in accordance with Article V of these By-Laws. Membership on the Nominating Committee shall be for a period of one year, which shall run from May 1st to April 30 of the year after the members are elected. With the exception of the Chair of the Nominating Committee, no member may serve two consecutive terms on the Nominating Committee. The chair of the Nominating Committee shall be elected by the Executive Board from among the four members of the retiring Nominating Committee; the remaining three members of the Committee shall be newly elected each year.

The Nominating Committee shall be responsible for preparing a slate of candidates for each office, each position on the Executive Board that is open for election, and for positions on the Nominating Committee. The chair of the Nominating Committee shall be responsible for obtaining from each nominee his or her consent to be nominated and also a biodata statement. The chair shall send the names and the biodata of the consenting nominees to the Secretary no later than two weeks before the election is to be held.

Section 3

The By-Laws Committee shall consist of three members appointed by the President and shall meet as necessary in order to review the structure and procedures of LAALTA and recommend changes in the By-Laws and in the Constitution when necessary and appropriate, except that this committee shall not delete any of the provisions in Article II (Purpose) of the LAALTA Constitution.

Section 4

The President, with the approval of the Executive Board, may establish and dissolve ad hoc committees at their discretion or at the direction of the membership.

Section 5

The Executive Board may establish Special Interest Groups (SIGs) at its discretion, provided there is demonstrated interest in a SIG among the membership. The officers of each SIG shall be the Chair and the Associate Chair. Each SIG shall hold an annual election, except that the President of LAALTA shall name the Chair and the Associate Chair for the initial year. The term of office of the Chair and the Associate Chair of the SIG is from the close of one Annual Business Meeting of the association until the close of the next Annual Business Meeting.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Section 1

All Annual Business Meetings of LAALTA, meetings of the Executive Board, standing committees and of any other subsidiary bodies shall be governed by the parliamentary rules and usages reported in the current edition of Robert's Rules of Order, Revised.

ARTICLE VIII: AMENDMENTS

Section 1

Amendments to these By-Laws may be initiated by the Executive Board, by the By-Laws Committee or by any member at the Annual Business Meeting.

Section 2

Any amendment initiated in accordance with Section 1 shall be reviewed by the By-Laws Committee, which shall consider the need for and appropriateness of the proposed amendment, in consultation with those who initiated it, and make a recommendation to the Executive Board on whether the proposed amendment should be adopted. The Executive Board shall then consider the amendment and decide whether to approve it.

Section 3

Any amendment that is approved by the Executive Board in accordance with Section 2 shall be submitted to the full active membership of LAALTA for approval by means of an online ballot. A simple majority of those who vote shall be required for adoption of the amendment. Alternatively, an amendment to the By-laws may be submitted at the annual business meeting, in which case, it will be approved by a simple majority of those attending.