



## **LAALTA Latin American Association for Language Testing and Assessment**

[www.laalta.org](http://www.laalta.org)

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LAALTA By-Laws

Febrero 2022.

### **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](http://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](http://LAALTA.org) when prompted.

#### **Section 2**

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

### **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.

If it is not possible to have an ABM then the board will seek feedback on matters that would ordinarily be brought up at the ABM and seek comments through the website, Facebook page, or some other medium.

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/or other communications media, as appropriate.

The board will also meet monthly to discuss and agree on actions related to the association.

### **ARTICLE III: EXECUTIVE BOARD**

## Section 1

The Executive Board of LAALTA shall consist of 11 members: the President, the Vice-President, the Secretary, the Treasurer, the two members of the Communications Committee: Social Media Manager and Website Manager, 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. During the year, the Immediate Past President shall have voting rights and shall participate in meetings and discussions of the Board, primarily as a consultant. If the Immediate Past President does not wish to continue, the Executive Board will consist of 10 members. Volunteers will also participate in the Board meetings. These members will not have voting rights.

## 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 the President, serving the remainder of the President's term of office and the corresponding two years that the Vice-President would ordinarily serve as the new incoming President. 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 at the end of the President's term.

## Section 3

The four Members-at-Large of the Executive Board shall serve for staggered terms of two years each, and may succeed themselves for no more than one additional term, provided that they are reelected. 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

The Officers (Executive Board members) 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 LAALTA board shall receive a waiver of the registration fee when attending a face-to-face meeting of the board or a LAALTA sponsored conference, subject to the financial feasibility of this provision. Feasibility decisions will be made by the board.

## Section 7

The Executive Board shall be the administrative agent of LAALTA, 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's 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 the Annual General Meeting.
- e. Keep members of the Board informed of important issues concerning LAALTA and its affairs with other professional organizations.
- 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. Oversee the functions of the Communications Committee and the work of the website manager and the social media manager.
- i. Distribute information to the Communications Committee to be shared on the webpage and social media accounts.
- j. Establish communications policies related to the content and security of the LAALTA website and social media pages, and ensure their implementation.

### Section 2

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.
- c. Oversee the adequate change of command between the leaving and incoming Executive Board

### Section 3

The Immediate Past President's duties include but are not limited to the following:

- d. Act as support/mentor to the President.
- e. Advise the President and Board members as they carry out their activities and/or duties.
- f. Serve as the Chair of the Nominating Committee. If they wish not to take on the responsibility of chairing the Nominating Committee, the Board will appoint a Chair of the Nominating Committee.

### Section 4

The Secretary shall serve for a term of three years. The Secretary shall perform the usual functions of secretary and shall administer the general affairs of LAALTA under the direction of the President. 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 Board of the activities carried out.
- g. Be the first point of contact for communications from the membership and from external stakeholders.
- h. Draft communications to the membership as requested by the President.

### Section 5

The Treasurer shall serve for a term of three 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 from the membership), 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 web page following the communications policies related to the content and security of the LAALTA website and social media pages.
- 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 following the communications policies related to the content and security of the LAALTA website and social media pages.
- 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 staggered terms of two years. 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. In that case, a candidate who is not elected could be offered the role of Volunteer within the association, so that he/she can learn more about LAALTA and become a resource to the board. A volunteer is a position that the Executive Board nominates people to, for a period of service of one year, selected because of the important regional representation and or service they bring to the organization, especially on ad hoc committees. Past executive board members may choose to continue attending board meetings. Volunteers have "voice but no vote" during formal meetings.

## 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 or the Chair can appoint them.

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 their 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

A By-Laws Committee shall be appointed by the President and consist of three members. Upon request from the president, it 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. However, 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 voting.