

AALA By-Laws

Asian Association for Language Assessment BY-LAWS

November 2024

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Article I: Membership, Dues, and Fees

Section 1 Regular Members. Active members who have completed a membership application process shall be Regular Members of AALA.

Section 2 Student Members. Active members who are enrolled for a degree at a tertiary educational institution and who are not employed for more than half of the normal working week shall be Student Members of AALA. Student Members shall enjoy all the privileges of active membership of the AALA.

Section 3 Fellows. Persons who have made a distinguished contribution to language assessment in Asia may be elected as Fellows of AALA. Each candidate for the Fellowship shall be nominated by a majority vote of the Executive Board and shall be elected by a two-thirds majority of active members of AALA who vote in favor of the candidate in a ballot to be conducted at the same time as the general elections for that year. No more than two Fellows shall be elected in any one calendar year. AALA Fellows shall not pay annual dues and shall enjoy on a permanent basis all the privileges of active membership of AALA.

Section 4 Institutional Members. Institutions and organizations which are interested in supporting or participating in AALA activities and initiatives, have completed a membership application process, and have been approved by the Executive Board shall be Institutional Members of AALA.

Section 5 Annual dues shall be determined by the Executive Board.

Section 6 Registration fees for annual conference shall be established by the Organizing Committee of an Annual Conference of AALA in consultation with the AALA Executive

Board. Registration fees for other activities of AALA shall be established by the AALA Treasurer with the approval of the Executive Board. Where applicable, charges for publications published or sponsored by AALA, and for services to affiliate organizations or institutions, shall be similarly established.

Article II: Meetings

Section 1 The AALA's Annual Conference shall be held each year anywhere in the Asian region. The Association shall do its best to hold the Annual Conference in a different country or region each year. The Association shall make every effort to rotate the Annual Conference location to a new country or region each year.

Section 2 The Annual General Membership Meeting (AGMM) of AALA shall be held during each Annual AALA Conference. The location of future annual conferences of AALA shall be determined by the AALA Executive Board in consultation with the membership at the AGMM. Each annual conference of AALA shall be run by an Organizing Committee which will report to the AALA Executive Board.

Only AALA members will be allowed to vote on AALA concerns at the AGMM, including issues relating specifically to the locations of future Annual Conferences. This vote will be advisory to the AALA Executive Board, which will make the final decision regarding the location of the next Annual Conference.

Article III: Executive Board

Section 1 The Executive Board of AALA shall consist of the President, Co-president, First Vice President, Second Vice President, Secretary, Treasurer, Communications Officer, and up to three Members-at-Large, and a number of Co-Opted Members as necessary. The Immediate Past President shall be an ex officio member of the Board with the voting right.

Section 2 The President and the Co-president shall serve AALA for a two-year term. The Co-President shall succeed to the Presidency at the end of this term. In the event of incapacity or resignation of the President, the Co-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 31 December of the year in which their term as President would normally have expired.

Section 3 The two Vice Presidents shall serve AALA for a two-year term. At the end of this term, the First Vice President shall succeed to the Co-Presidency and the Second Vice President shall succeed to the First Vice Presidency. The vacated office of the Second Vice President shall then be open for election by the membership.

Section 4 Up to three Members-at-Large of the Executive Board shall serve for staggered terms

of two years each, and may succeed themselves, if re-elected, for no more than one additional term. The terms of office of Members-at-Large of the Executive Board shall run from January 1 of the year after they are elected to December 31 of the year in which their term expires. The primary responsibility of the Members-at-Large is to initiate and facilitate AALA-supported activities (not including AALA's Annual Conference) in consultation with the Executive Board, and any other responsibilities as assigned by the President or Co-President.

Section 5

The appointment, duties and terms of Co-Opted Members shall be decided by a two-thirds majority of the Executive Board. Co-Opted Members shall have no voting right. The total number of Co-Opted Members should not exceed one third of the total number of the EB Members.

Section 6

The Chair(s) for the next annual AALA conference shall be Co-Opted Member(s) for the duration in which they organize the conference.

Section 7 In the event of the incapacity or resignation of an officer other than the President, Co-President, First Vice President, in other words, the Second Vice President, Secretary, Treasurer, Communications Officer, a Member-at-Large of the Executive Board or a member of an AALA standing committee, the Executive Board shall fill the vacancy for the unexpired term.

Section 8 Regular meetings of the Executive Board shall be held at times to be specified by the Executive Board. Meetings of the Executive Board should occur when a two-thirds majority of the members can be present.

Section 9 The Executive Board shall be the administrative agent of AALA and shall exercise general supervision over the affairs of the Association. In the interval between Annual General Membership Meetings of AALA, the Executive Board shall have the 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 and Co-president shall serve as presiding officers of AALA and of the Executive Board, and shall perform responsibilities adhering to the office, including the following:

- a. To oversee and coordinate the operations of the AALA Executive Board and the whole Association;

- b. To carry out business in accord with AALA's purpose and goals or other actions as directed by the membership;
- c. To determine the agenda for meetings of the Executive Board and the Annual General Membership Meeting and to preside at these meetings;
- d. To appoint members of all committees whose membership is not otherwise specified;
- e. To serve as the official representative of AALA to other professional organizations;
- f. To keep the membership informed of important issues concerning language assessment in Asia and globally.

Section 2 The Vice Presidents shall perform the responsibilities normally adhering to the office, including the following:

- a. To represent the Association in the absence of, or as requested by, the President and the Co-President;
- b. To chair the Awards Committee and provide advice for the Student Committee;
- c. Other responsibilities as the President and the Co-President may designate.

Section 3 The Immediate Past President shall serve as an ex officio member of the Executive Board for two years, and shall provide advice to the Board as requested.

Section 4 The Secretary shall serve for a term of three years and may be nominated for a second term. The Secretary shall perform the usual functions of secretary and shall administer the general affairs of AALA under the direction of the Executive Board. Specific duties of the Secretary include the following:

- a. To record and distribute the minutes of all meetings;
- b. To oversee the conduct of elections and to assure that such elections are conducted expeditiously, fairly and as specified in Article V of the By-Laws;
- c. To assist the President and Co-President with arrangements for the Annual General Membership Meeting and the Members-at-Large with the outreach activities of the Association;
- d. To maintain a list of active members.

Section 5 The Treasurer shall serve for a term of three years and may be nominated for

additional terms. The Treasurer shall perform the usual functions of treasurer and shall administer the financial affairs of AALA under the direction of the Executive Board. Specific duties of the Treasurer include the following:

- a. To collect annual dues, receive funds and maintain financial records of the association;
- b. To prepare a draft annual budget for the Executive Board's approval;
- c. To pay bills incurred by the Association;
- d. To give a financial report at least once a year at the meeting of the Executive Board and at each Annual General Membership Meeting;
- e. To recommend changes in the annual dues to the Executive Board;
- f. To provide financial advice and oversight to the Organizing Committee of the Annual Conference of AALA, to enable Annual Conference of AALA to access AALA funds to support advance conference arrangements, and to assist the Chair or Co-Chairs of AALA's Annual Conference in making financial accounting to AALA.

Section 6 The Communications Officer shall serve for a term of three years and may be nominated for additional terms. The Communications Officer shall perform the usual functions of Communications Officer, shall disseminate information on the development and activities of the Association, and maintain the AALA website in a timely manner. The Communications Officer shall be the member and chair of the Communications Committee. The duties and functions of the Communications Officer shall be performed in close collaboration with other Members of the Communications Committee.

Section 7 The terms of all officers shall run from January 1 of the year after they are elected to 31 December of the year in which their term expires.

Article V: Nominations and Elections

Section 1 Except the President, Co-President, First Vice-President, all officers, Members-at-Large of the Executive Board and members of the Nominating Committee shall be nominated by the Nominating Committee. Any member of AALA may submit suggestions for nominees for any above office to the Nominating Committee.

Section 2 Except the President, Co-President, and First Vice President, 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 November 15 of the year in which each position falls due for election. Voting will be by e-mail or an online means.

Section 3 For the offices of the Second Vice President, Secretary, Treasurer, and Communications Officer, each member of AALA shall have one vote and the candidate receiving the largest number of votes shall be elected. For the Members-at-Large of the Executive Board and members of the Nominating Committee, each member of AALA 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.

Section 4 Persons who wish to volunteer or be considered by the nomination committee to be included in the election slate must be active AALA members and should either be working or studying in Asia or have been in the past working or studying in Asia for a minimum of two years within the previous five years.

Section 5 At any time, the majority members of the AALA Executive Board should be persons who are primarily based in Asia. The number of AALA Executive Board members who are not working or living in Asia should be kept under one third of the total number of the Executive Board members.

Section 6 The Executive Board can nominate and appoint, based on Executive Board members' voting results, Senior Advisors who are distinguished researchers in language assessment or have been substantially involved in language assessment research/practice in Asia for extended periods. Senior Advisors should have a strong interest in the promotion of language assessment in Asia and are willing to provide advice to the AALA when needed. The terms of service for the Senior Advisors shall be determined by the Executive Board.

Section 7 The Executive Board can nominate and appoint Regional Representatives in countries where AALA activities should be expanded or further promoted. The responsibilities of each Regional Representative include establishing links with local assessment networks, offering feedback to the AALA on issues of national or regional concern, and building a stronger, more dynamic language assessment community in Asia. The terms of service for the Regional Representatives shall be determined by the Executive Board.

Article VI: Committees

Section 1 Standing committees of AALA shall include the Nominating Committee, the By-Laws Committee, the Organizing Committee of AALA's Annual Conference, the Awards Committee, the Communications Committee, and the Student Committee.

Section 2 The Nominating Committee shall consist of four members of AALA elected in accordance with Article V of these By-Laws. Membership on the Nominating Committee shall be for a period of two years, which shall run from January 1 of the year after the members are

elected to December 31 of the following year. 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 3 members of the Committee shall be newly elected every other year. The Nominating Committee shall be responsible for preparing a slate of candidates, based on self-nominations or nominations from the membership, for each position on the Executive Board that is open for election, and for positions on the next 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 September 30 of the year in which the election is to be held.

Section 3 The By-Laws Committee shall consist of three members nominated by the President and approved at the Annual General Membership Meeting or via email if applicable. The By-Laws Committee shall meet as necessary in order to review the structure and procedures of AALA 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 and Goals) of the AALA Constitution.

Section 4 The Organizing Committee of the Annual Conference of AALA will consist of:

- a. The Chair or Co-Chairs, who are the AALA Presidents, will be the Co-Chairs of the upcoming conference, and will be responsible for the academic program of the conference;
- b. The Local Chair, who will ensure that the logistic needs of the conference are properly arranged and met;
- c. The Immediate Past-President, who will provide advice to the Organizing Committee;
- d. The AALA Treasurer as ex officio;
- e. The AALA Secretary as ex officio.

The Chair or Co-Chairs of the Organizing Committee of the Annual Conference may co-opt other AALA members as needed. The Organizing Committee of the Annual Conference will be solely responsible for the following:

- a. Theme selection;
- b. Program planning;
- c. Selection of proposal reviewers and review of proposals, within the criteria and process established by the Organizing Committee of the previous Annual Conference;
- d. Selection of meeting venues and hotel accommodation;
- e. Determination of fees for attendance and special program activities, in consultation with the AALA Executive Board.

The Organizing Committee of the Annual Conference shall exercise good financial management in ensuring that their plans do not exceed reasonable budgetary limits, and that

every effort is made to secure necessary funding for the conference and keep the costs within the conference budget. With the support of the AALA Treasurer, the Chair or one of the Co-Chairs of the previous Annual Conference will make a financial report to the AALA Executive Board within six months after the annual conference.

The AALA Treasurer shall advise the AALA Executive Board and the Chair(s) and the Local Chair of the Annual Conference of the funds carried forward from the previous conferences. Where the carry-forward is insufficient to meet the advance budget requirement for the next AALA Annual Conference, the Association will add funding as necessary to the carry-forward to ensure that the Organizing Committee for the Annual Conference can secure conference and hotel accommodations for participants without incurring personal financial risk.

Any profit from the Annual Conference of the AALA, after the deduction of all expenses and subsidies, shall be turned over to the AALA Treasurer for supporting the operations of the AALA, including the next Annual Conference of the AALA.

The Organizing Committee of the annual conference and the AALA Executive Board shall do their best to promote language assessment and empower local language assessment researchers and professionals in the area where the annual conference is held.

Section 5 The Awards Committee of the AALA is responsible for all matters relating to nomination and selection of awardees of various awards and grants that are established or sponsored by the Association.

Section 6 The Communications Committee shall consist of 3 to 5 members, including the Communications Officer, one Member-at-Large, one Student Committee representative, and any additional members nominated by the President and approved by the Executive Board. Membership on the Communications Committee shall be for a term of three years. The Communications Committee is responsible for creating, collecting, disseminating, and archiving information on the development and activities of the Association as well as maintaining the AALA website.

Section 7 The AALA Student Committee, under the supervision of the AALA Executive Board, is established to facilitate the professional development of graduate students with a special interest in language assessment in Asia. Membership of the Student Committee is open to all active student members and consists of the following positions: Co-Chairs, Treasurer, Secretary, Public Relations Officer, and several Committee Members. The Co-Chairs are responsible for submitting nominations for the vacant positions of the Student Committee to the AALA Executive Board for consideration. Members of the Student Committee shall be elected by Student Members and approved by the Executive Board.

Section 8 The Executive Board may establish and dissolve ad hoc committees at its discretion or at the direction of the membership.

Section 9 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 AALA shall name the Chair and the Associate Chair for the initial year. The term of office of the Chair and the Associate Chair is from the close of one Annual General Membership Meeting of the Association until the close of the next Annual General Membership Meeting.

Article VII: Parliamentary Authority

All AALA Annual General Membership Meetings, 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 Roberts Rules of Order.

Article VIII: Amendments

Section 1 Amendments to these By-Laws may be initiated by the Executive Board, by the By-Laws Committee or by a petition of at least 10 members of the Association submitted to the Secretary.

Section 2 Any amendment initiated in accordance with Section 1 above 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 AALA for approval at the Annual General Membership Meeting or by means of an electronic ballot if the timing falls outside an AGMM. A two-thirds majority of supporting votes shall be required for adoption of the amendment.