

## **B Bylaws**

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### **§1 Summary of Duties of EB**

The duties of the EB include but are not limited to:

1. Selecting a venue for the upcoming conference
2. Liaising with the host Conference committee, and advising on the invitation of invited participants, and the structure of the programme
3. Forming a refereeing panel for submissions to the conference
4. Overseeing sponsorship of scholarships
5. Overseeing processes for deciding on awards from the Association
6. Maintaining an Association website, overseeing and developing publicity for the Association, and promoting communication between members as necessary
7. Managing the Association accounts
8. Arranging and minuting EB meetings, and general meetings
9. Arranging election of officers

## **§ 2 Duties of the EB Officers**

### **1 General Duties**

- 1.1 The terms of office are for four years – the period between three consecutive conferences. At least one member of the EB will be a Belgian national.
- 1.2 All EB officers are to submit to the Secretary a written report of their activities for the previous two years at least two months prior to the biennial general meeting.

### **2 President**

The duties of the President include, but are not limited to, the following:

- 2.1 Strategic planning and development of IATBLT vzw
- 2.2 Effective promotion and achievement of IATBLT vzw goals, including ensuring adequate fundraising
- 2.3 Signing official IATBLT vzw documents, when appropriate
- 2.4 Ensuring the effective working of IATBLT vzw, and
- 2.5 Organizing a general meeting of IATBLT vzw members at the International Conference

### **3 Vice President**

The duties of the Vice-President are to assist the President and to substitute for the President when necessary.

### **4 Secretary**

The Secretary's duties include, but are not limited to, the following:

- 4.1 oversight of communications, including clerical duties, any mailing services, data management, and record keeping, including agenda planning, circulation of agenda and any necessary documents as required, and preparation and circulation of minutes to all EB members
- 4.2 handling requests for associate membership
- 4.3 handling requests for special meetings
- 4.4 signing non-financial documents, when appropriate

- 4.5 overseeing nominations for elected office
- 4.6 receiving applications from members to host a future International Conference
- 4.7 responsibility for supervising the website
- 4.8 liaison with the representatives of regular associate members
- 4.9 maintaining a list of those present at each EB meeting.

## **5 Treasurer**

- 5.1 The duties of the Treasurer include, but are not limited to, the following:
  - 5.1.1 maintaining an IATBLT vzw bank account into which the collected dues, donations and conference surpluses are deposited
  - 5.1.2 overseeing the receipt and distribution of scholarship funds
  - 5.1.3 providing for an independent audit at least once every four years, or when there is a change in Treasurer, if these two do not coincide
  - 5.1.4 informing affiliate members regarding dues payments, and sending reminders to affiliate members that have not paid their dues
  - 5.1.5 preparation of a statement of income and expenditures for the two financial years between conferences and a draft budget reflecting the proposed work plan for the upcoming two years – a summary to be presented at the biennial meeting
  - 5.1.6 six months after the International Conference is over, collecting from the conference organising team a sum for each paying participant for use in future events, the amount of which is determined at the EB meeting two years before the Conference. [See also 7.2]
- 5.2 The budget is to take into account the spending needs of IATBLT vzw, and whatever official directives may be issued by EB. The full year sets of accounts must be approved at the biennial EB meeting.

## **6. Ordinary Members**

All ordinary members will assist the President with various tasks, as deemed necessary and appropriate.

## **7. Past President.**

The duties of the Past President include, but are not limited to, the following:

- 7.1 chairing the Nominating Committee
- 7.2 serve as advisor to the current President

### **§ 3 Procedures for Election of Executive Board Members**

#### **1 Nominations**

- 1.1 At least two months before the date of the election, the Secretary is to invite all members to submit their nominations.
- 1.2 Nominations must be made in writing and should reach the Secretary not later than two months before the date of the election. Nominations must be for specified offices. They should be accompanied by a 1-page CV of the nominee and a statement of acceptance of the nomination. A nominee can be a candidate for more than one office, but once elected to one office, the candidacy in any subsequent elections is automatically withdrawn.
- 1.3 The Secretary is to send the list of nominees to all members of the Association one month in advance of the relevant business meeting.
- 1.4 Nominations from the floor (i.e., from any member) may only be made if either:
  - 1.4.1 a sole candidate for an office withdraws from candidature before the election, or
  - 1.4.2 a single candidate for an office fails at the ballot to obtain a simple majority.

#### **2 Balloting procedures**

- 2.1 At the time of the elections (i.e., the general meeting at the International Conference), the Association elects two of its members to serve as Election Officers. These officers determine the vote count and report the results.
- 2.2 When the list of nominations for the EB is complete, members vote by secret ballot in the following order:
  - 2.2.1 Vice-President
  - 2.2.2 Secretary
  - 2.2.3 Treasurer
  - 2.2.4 Members-at-Large

- 2.3 If the election to a position is uncontested, the President is to declare the candidate or candidates elected unless a member calls for a vote. If a vote is called for, every member who is present is required to vote "for", "against" or "abstention" for each candidate. If the number of votes cast for a candidate is greater than those cast against, the candidate is to be declared elected.
- 2.4 If an election is contested, every member who is present or represented by proxy is required to record on a single sheet of paper the name of each of the candidates for whom that member is voting. A member may not vote for more candidates than there are vacancies and may only vote once for any one candidate. The President is to declare elected to the vacant posts the candidates receiving the highest number of votes. In the event of a tie between two or more candidates, the President will flip a coin, or in the case of a Presidential election, the past President will flip the coin.
- 2.5 Any appeals regarding the electoral procedures are to be directed to the President who may bring them to the EB for discussion and a possible vote. An appeal is decided by a simple majority of EB. If the appeal relates to the election of a President, the VP is to bring it to EB for discussion and a possible vote.

#### **§ 4 Procedures for the Admission of Individual and Associate Members**

An organization or group which is in harmony with the goals and aspirations of IATBLT vzw may apply to the Secretary to become an associate member. Associate members pay annual dues, as stipulated in § 8 of the Statutes.

#### **§ 5 Selection of Sites for the IATBLT vzw. biennial conferences**

- 1 The Secretary is to issue a call for hosting a future International Conference by circulating it 3 years in advance of the proposed conference date.
- 2 Candidates are to notify the Secretary of their intent to organize a Conference 30 months prior to the proposed date. Three months ahead of the opening of the Conference that takes place two years prior to the Conference in question, a bid containing details of the offer together with relevant documentation must be submitted to the Secretary.

- 3 The organizers of the proposed Conference are normally to be present at the EB meeting two years prior to the Conference in question for a presentation of their proposal.
- 4 The final choice of the site is determined by a simple majority of EB.

## **§ 6 Relationship between the Biennial International Conference and IATBLT vzw**

- 6.1 EB is to serve as a consultative body for International Conferences.
- 6.2 The EB takes the following responsibilities with regard to the conference:
  - 6.2.1 helps to ensure that the Association's objectives are reflected in the Conference
  - 6.2.2 helps to ensure that plenaries
    - 6.2.2.1 are given by scholars of high calibre (including, and perhaps featuring, more recent scholars of note),
    - 6.2.2.2 reflect authoritative overviews of central areas of the field,
    - 6.2.2.3 are reports of important and relevant research,
    - 6.2.2.4 as far as possible follow equality guidelines, and
    - 6.2.2.5 include a fair balance of speakers in relation to gender, geographical distribution, languages, and a range of interests within IATBLT vzw,
  - 6.2.3 helps to ensure that all proposals are evaluated appropriately by assisting the organizers in augmenting their list of potential proposal readers.
  - 6.2.4 encourages a fee structure that respects the economic situation of emerging economies (see UNESCO categories).
  - 6.2.5 obtains a report after each conference
  - 6.2.6 liaises with the host committee
  - 6.2.6 advises on the timetable of invitations, calls for papers, refereeing, programming, and the running of a Conference website, and communications and publicity, both within the Association and in the wider applied linguistic and language teaching community,
  - 6.2.7 encourages the programming of innovative sessions, such as workshops, and debates

## **§ 7 Financial Conditions for Hosting the IATBLT vzw. biennial conferences**

- 1 The financial responsibility for organizing an IATBLT vzw International Conference rests solely with the organizing host. As far as possible, IATBLT vzw will do what it can to facilitate financially the organization of the Conference.
- 2 Within six months after the Conference, the organizing regular affiliate member is to pay to the Treasurer a sum for each paying participant, the amount of which is determined at the EB meeting two years before the Conference.
- 3 If the conference runs at a financial loss, the EB will cover a proportion of that loss to a reasonable and negotiated extent.

## **§ 8 Amendments to the Bylaws**

- 1 Bylaws can be changed at any EB meeting, whether face-to-face or virtual. Any member of EB may send notice to the Secretary of a suggested change to the Bylaws.
- 2 The Secretary is to bring to the attention of EB the full details of the amendments which will be discussed by the EB.
- 3 An amendment to the Bylaws is not valid unless supported by a majority of EB members
- 4 Amendments to the Bylaws are disseminated through the Association website.