

# International Language Testing Association

## BY-LAWS

Revised July 2017

### Article I: Membership, Dues and Fees

Section 1 Active members who pay the full annual dues shall be “regular members” of ILTA.

Section 2 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 ILTA. Student members shall pay reduced annual dues and shall enjoy all the privileges of active membership of ILTA..

Section 3 Persons who have made a distinguished contribution to language testing may be elected as “lifetime honorary members” of ILTA. Each candidate for lifetime honorary membership shall be nominated by a majority vote of the Executive Board and shall be elected by a majority of active members of ILTA who vote in favour of the candidate in an email ballot to be conducted at the same time as the elections for that year. No more than two honorary members shall be elected in any one calendar year. Lifetime honorary members shall not pay annual dues and shall enjoy on a permanent basis all the privileges of active membership of ILTA. In addition to such members who may be elected to honorary membership status as specified, recipients of the Cambridge/ILTA Distinguished Achievement Award shall also be awarded lifetime honorary membership of ILTA.

Section 4 The Executive Board shall have the power to create additional categories of membership, on the recommendation of the Treasurer.

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

Section 6 Registration fees for Language Testing Research Colloquium (LTRC) shall be established by the organizing committee for each colloquium, in consultation with the LTRC Advisory Committee. Registration fees for other activities of ILTA shall be established by the ILTA Treasurer with the approval of the Executive Board, and charges for subscriptions to periodicals and for special publications published or sponsored by ILTA, and for services to affiliate organizations or institutions, shall be similarly established.

### Article II: Meetings

Section 1 The annual meeting of ILTA is the Language Testing Research Colloquium (LTRC). LTRC shall be held each year in a different location anywhere in the world.

Section 2 The Annual Business Meeting (ABM) of ILTA shall be held during LTRC each year.

The agenda, together with the relevant reports and papers, will be circulated to all ILTA members at least 15 days in advance of the meeting.

Proposals to host future LTRCs shall be presented at the ABM each year. Normally, there shall be an advisory electronic vote by ILTA members within two weeks of the ABM to accept a specific proposal at least two years in advance. However, the final decision on the location of each LTRC shall be made by the ILTA Executive Board.

### **Article III: Executive Board**

Section 1 The Executive Board of ILTA shall consist of the President, the Vice-President, the Secretary, the Treasurer, and four Members-at-Large. The Immediate Past President shall be a member for one year after serving as President.

Section 2 The President shall serve ILTA 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 31 December 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 two years each, and may succeed themselves for no more than one additional term. The Members-at-Large shall serve on awards committees, 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 Nominating 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 LTRC or at another location, when a majority of the members can be present. Otherwise, the Executive Board shall conduct its business by means of electronic mail and other communications media, as appropriate.

Section 6 The Officers of ILTA shall normally be expected to attend the Annual Business Meeting of the Association and an annual 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 ILTA 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 LTRC when they attend the Annual Business Meeting and the face-to-face meeting of the Board there.

Section 7 The Executive Board shall be the administrative agent of ILTA, 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 ILTA, 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 as presiding officer of ILTA and of the Executive Board, and shall perform responsibilities adhering to the office, including the following:

- a. To determine the agenda for meetings of the Executive Board and the Annual Business Meeting and to preside at these meetings.
- b. To appoint members of all committees whose membership is not otherwise specified.
- c. To carry out the purposes or business of ILTA and other actions as directed by the membership.
- d. To serve as the official representative of ILTA to other professional organizations.
- e. To keep the membership informed of important issues concerning language testing.

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

- a. To represent the Association in the absence of the President.
- b. To set up the various ILTA awards committees, in consultation with the President.
- c. To undertake such other responsibilities as the President may designate.

Section 3 The Immediate Past President shall serve as a full member of the Executive Board for one year after completing the term as President. During this year the Immediate Past President 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 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 ILTA 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 these By-Laws.
- c. To assist the President with arrangements for the Annual Business Meeting and assist the chairs of ILTA committees in carrying out their responsibilities..
- d. To liaise with the LTRC organizing committee concerning the ILTA material in the program book, arrangements for ILTA meetings at LTRC, and the presentation of ILTA awards.
- e. To oversee the maintenance of the ILTA website, in collaboration with the webmaster and the ILTA management company.

Section 5 The Treasurer shall serve for a term of three years and may be nominated for a second term. The Treasurer shall have the usual responsibilities of a treasurer and shall administer the financial affairs of ILTA under the direction of the Executive Board. Where particular financial management tasks are assigned to a management company under contract to ILTA, the Treasurer shall oversee the performance of these tasks by the company. Specific responsibilities of the Treasurer include the following:

- a. To collect annual dues, receive funds and maintain financial records of the association.
- b. To maintain a list of active members.
- c. To prepare a draft annual budget for the Executive Board's approval.
- d. To pay bills incurred by the Association.
- e. To give a financial report at each meeting of the Executive Board and at each Annual Business Meeting.
- f. To recommend changes in the annual dues to the Executive Board.
- g. To provide financial advice and oversight to the LTRC organizing committee, to enable LTRC to access ILTA funds to support advance conference arrangements, and to assist the Chair of the organizing committee in making financial accounting to ILTA.
- h. To prepare the appropriate certificates and payments for winners of ILTA awards, and to purchase gifts for the organizers of each LTRC.
- i. To undertake from time to time a strategic review of ILTA income and expenditure, in order to ensure that the financial base of the Association remains secure.
- j. To make a recommendation to the Executive Board on any proposal to create a new category of ILTA membership.

Section 6 The terms of all officers and members of the Board shall run from 1 January of the year after they are elected to 31 December of the year in which their term expires.

The Secretary and Treasurer positions shall start and finish asynchronously.

## **Article V: Nominations and Elections**

Section 1 All candidates for election as officers, Members-at-Large of the Executive Board and members of the Nominating Committee shall be nominated by the Nominating Committee. Any member of ILTA 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 31 October 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 Vice-President, Secretary, and Treasurer, each member of ILTA 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 ILTA 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 ILTA shall include the Nominating Committee, the By-Laws Committee, and the LTRC Advisory Committee.

Section 2 The Nominating Committee shall consist of four members of ILTA 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 1 January to 31 December 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 ILTA 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 ILTA Constitution.

Section 4 The LTRC Advisory Committee shall consist of:

- The Chairs of the next two LTRCs;

- The Chair, or a member of the organizing committee, of the immediate-past LTRC,;
- The ILTA Treasurer *ex officio*
- The ILTA Secretary *ex officio*

The ILTA President may appoint one or two additional members to the committee.

The Chair of the committee shall be appointed by the President after each LTRC from among the members specified above.

The LTRC Advisory Committee shall have the broad role of providing support for the Chairs of the next LTRCs, as well as ensuring that ILTA's professional and financial interests in the colloquium are safeguarded.

More specifically, the roles of the LTRC Advisory Committee shall be the following:

- a. To assist each LTRC organizing committee to develop an initial budget for their colloquium and revise it at regular intervals, in order to ensure that the conference is managed in a fiscally prudent manner.
- b. To provide the LTRC Chair with documentation and advice from previous LTRC organizing committees on how various aspects of the conference organization have been managed.
- c. To receive regular planning reports from the next LTRC Chair during the twelve-month period before the next LTRC is held.
- d. To review the draft Call for Proposals and recommend to the Executive Board whether it should be approved.
- e. To review the draft program schedule for the colloquium before acceptances of proposals are sent out and recommend to the Executive Board whether it should be approved.
- f. To assist the LTRC Chair in liaising with the various committees selecting awards to be presented at the colloquium.
- g. To receive a comprehensive financial statement from the LTRC Chair within three months after the colloquium is over.

The ILTA Treasurer shall advise the ILTA Executive Board and the LTRC Chair of the funds carried forward from the previous LTRC. Where the carry-forward is insufficient to meet the next LTRC organizing committee's advance budget requirement, ILTA shall add funding as necessary to the carry-forward to ensure that the organizing committee can secure conference and hotel accommodations for participants without incurring personal financial risk.

Any surplus from LTRC shall be paid into the ILTA accounts for these purposes in priority order:

1. support for the next LTRC as above;
2. support for the outreach activities of ILTA.

Section 5 There shall also be committees to select the winners of each of the following awards:

The Cambridge/ILTA Distinguished Achievement Award

The Sage/ILTA Book Award

The ILTA Workshops and Meetings Awards

The ILTA Best Article in Language Testing Award

The ILTA Student Travel Awards

The Robert Lado Memorial Award for the Best Student Paper at LTRC

and such other awards as may from time to time be made.

Each committee shall be set up by the ILTA Vice-President, in consultation with the President and the Secretary. The composition of each committee and the procedures it should follow, including the criteria for selecting the winner(s), shall be specified in a set of Standard Operating Procedure (SOP) documents. These documents, and any amendments to them, shall be approved by the Executive Board. The current version of each document shall be kept in a secure archive by the ILTA Secretary, who shall be responsible for updating them as required.

Section 6 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 7 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 ILTA 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 Business Meeting of the association until the close of the next Annual Business Meeting.

## **Article VII: Parliamentary Authority**

All Annual Business Meetings of ILTA, 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, 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 ILTA for approval by means of an online ballot. A simple majority of those who vote shall be required for adoption of the amendment.