

PROPOSED BYLAWS OF THE SOUTH WEST ASSOCIATION FOR LANGUAGE LEARNING TECHNOLOGY

I. THE ASSOCIATION

I.1 Name

The name of this self-governing organization is the South West Association for Language Learning Technology, hereafter referred to as SWALLT. SWALLT is an official Regional Chapter (made up of the U.S. states of Hawaii, California, Utah, Arizona and Nevada) of the International Association for Language Learning Technology, hereafter referred to as IALLT. For the purpose of this document, the organization is directed by the Regional Board.

I.2 Purpose

SWALLT, like its parent organization IALLT, is a professional non-profit (501c3) organization working toward the goal of improving language instruction through the use of technology. Its purpose is to promote more effective use and better understanding of technology-based instruction in language resource centers at all levels of education and training.

I.3 Membership

Any person or organization sharing the purposes and objectives of SWALLT may become a member upon payment of dues as set up by the SWALLT Board. Full members (those members paying dues) have all privileges of membership. Associate Members (commercial members and student members) are not eligible to hold office or participate in the election of officers. Paid membership is valid for a period of one year, with renewals due during the month of January.

I.4 Earnings

All earnings are to be used solely to achieve the purposes of the Association and are not to be used for the personal benefit of any member or private person.

Dues are collected by the Treasurer/Membership Coordinator during the month of January. Annual dues are set by the Regional Board.

II. GOVERNANCE AND OFFICERS

II.1 Governance

The determination of policy and the direction of affairs of SWALLT are the responsibility of the Regional Board, whose members are elected and function as described in Section 2. Every member of the Regional Board must be a Full Member in good standing of SWALLT; the President must also be a Member in good standing of IALLT.

II.2 Elected Officers

The officers of the Association who make up the Regional Board are a President, President-Elect, Immediate Past President, Treasurer/Membership Coordinator, and Secretary.

II.2.i President

The President presides at all meetings, conducts the business of the Association, and arranges meetings in conjunction with the host institution. The President also serves as liaison with the IALLT Regional Group Coordinator, and represents the region on the IALLT Council.

II.2.ii President-Elect

The President-Elect presides in the absence of the President and assists with meeting programs and Association business at the direction of the President and Board.

II.2.iii Treasurer/Membership Coordinator

The Treasurer/Membership Coordinator is responsible for the financial affairs of the Association, including the collection of annual membership dues, payment of all bills, and preparation of financial reports. S/he is also charged with maintaining a database of members, preparing and distributing membership renewal notices.

II.2.iv Secretary

The Secretary is responsible for the Association's meeting records, correspondence with members, and for publishing conference Proceedings when appropriate.

II.2.v Additional Officers

The Regional Board may appoint additional officers to be assigned duties as required for terms up to two years. Additional officers may include, but are not limited to the following: Newsletter Editor, Webmaster, and Outreach Coordinator.

II.3 Elected Terms of Office.

The term of office for the President is two years; the term of office for the President-Elect is two years, after which she/he becomes President. The terms of office of the Treasurer and Secretary are two years.

II.4 Elections

The election of officers is the responsibility of the immediate Past President, who solicits names

for the ballots and submits a slate to the Regional Board for review. Once approved by the Regional Board, the slate of candidates is presented to the membership for election in the spring of odd-numbered years. Officers, who are elected by a simple majority, begin their terms September 1.

II.5 Office Vacancies

Any vacancy, except that of the President, can be filled by appointment by the President. Only an elected President-Elect may succeed to the presidency. An election must be held to replace the President.

III. MEETINGS

III.1 Meetings and Sites

There is to be at least one meeting each calendar year, to be held at such a time and such a place as the Regional Board decides. Consideration is to be made to rotate the location by state and area within the region. State or sub-regional meetings may also be held at the discretion of the Board and membership.

III.2 Host Responsibilities

When hosting a SWALLT related event, the host institution makes local arrangements for room reservations and other facilities and provides information on travel and lodging for members. Financial responsibility is assumed by the host institution.

IV. AMENDMENTS

IV.1 Proposals for Amendments

Proposals for amendments to the Bylaws may be submitted to the Regional Board in a petition signed by at least five members in good standing. Any such proposal, with the Board's recommendation, must be submitted to a vote by the membership.

IV.2 Effective Date

An amendment to the Bylaws becomes effective when it has been ratified by no less than two thirds of the ballots returned and counted by the Immediate Past President.

end

M. Trevor Shanklin, SWALLT Secretary (June 3, 2014)