

Constitution and Bylaws of the International Association for Learning Laboratories

Revision History

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This document consists of two parts, namely the Constitution and the Bylaws. The provisions of each are established for the regulation of the affairs of the International Association for Learning Laboratories. If there should be any inconsistency between the Constitution and Bylaws at any time, the provisions of the Constitution will take precedence.

Constitution Article I: The Association

Section 1

Name. The name of this self-governing organization is the International Association for Learning Laboratories, hereafter referred to as IALL.

Section 2

Purpose. IALL is a professional non-profit membership organization working toward the goal of improving language instruction through the use of technology. Its purpose is to promote more effective use and a better understanding of technology-based instruction in language resource centers at all levels of education and training.

Section 3

Membership. Any person or organization interested in the purposes and objectives of IALL may become a member upon payment of membership fees as provided in the Bylaws for classes of membership established by the Council.

Section 4 No part of the net earnings of IALL shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II of this Constitution. No substantial part of the activities of IALL shall be the carrying on of propaganda or otherwise attempting to influence legislation. IALL shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

**Article II:
Governance and
Officers
Section 1**

Governance. The determination of policy and the direction of affairs of IALL are the responsibility of an Executive Board and a Council whose members are elected or appointed and function as described in this Constitution and in the Bylaws. Every member of the Executive Board and Council must be a member in good standing of IALL.

Section 2 **Executive Board.** The Executive Board of IALL consists of five elected officers: a President, a President-Elect, a Secretary/Parliamentarian, a Programs Director, and a Business Manager. The President-Elect serves for two years in that capacity, followed by two years as President and a further two years as Immediate Past-President. The Secretary/Parliamentarian and Programs Director are elected for a term of two years; the term of the Business Manager is four years.

Section 3 **Council.** The Council consists of members of the Executive Board, the Immediate Past-President, a Journal Editor, an Advertising Manager/Vendor Relations Chair, a Managing Editor, a Professional Services Chair, the Presidents of Regional Groups and Affiliates, the Chairs of Standing Committees and others as identified in the Bylaws. With the approval of the Executive Board, the President appoints the Journal Editor, the Advertising Manager/Vendor Relations Chair, the Managing Editor, the Professional Services Chair, and others as defined in the Bylaws. Unless otherwise specified in the Bylaws, they are appointed for a term of two years; and they may be reappointed.

Section 4 **Elections.** The elected officers of IALL are elected by the membership of the association. Nominations of officers and voting by the membership take place as described in the Bylaws. The President is the person elected as President-Elect by the membership in the prior election. If the President can-

not serve out the full term, the President-Elect will complete the unexpired term and continue through the next term. President-Elect, the Secretary/Parliamentarian, and the Business Manager are elected by the membership. In the event that the President-Elect cannot serve out the term, both a President and President-Elect will be nominated and elected at the time of the next election. When a vacancy other than President occurs on the Executive Board, the Council will approve a member recommended by the President to fill the remainder of the unexpired term of that officer. In the event that both the President and the President-Elect are unable to serve, the Council will elect one of its members to serve as the presiding officer of IALL. Approval to fill a vacancy is determined by simple majority vote.

Section 5 **Policy.** The Executive Board determines official policy of IALL. Policy resolutions may be drafted and submitted by the Council, any member, or any others interested in the more effective use and understanding of language learning laboratories. These resolutions will be considered by the Executive Board and may be adopted as official policy of IALL.

Section 6 **Regional Groups and Affiliates.** Regional Groups of IALL may be organized upon the recommendation of the Executive Board and approval of the Council, according to procedures established in the Bylaws. Any active state, regional, national or international organization whose interests and purposes are similar to those of IALL may become affiliated with IALL, as provided in the Bylaws, for the purpose of working together more effectively in the achievement of common goals.

Section 7 **Publication of Constitution and Bylaws.** The Constitution and Bylaws shall be reviewed periodically by the Executive Board, and published and distributed to the membership.

Article III: Amendments

Section 1 **Proposals for Constitutional Amendments from the Executive Board and Council.** Proposals to amend the Constitution must receive a majority vote of the Council, and with the Executive Board's recommendation, must be submitted to a vote by the membership.

Section 2 **Proposals for Constitutional Amendments from the Membership.** Proposals for amending the Constitution may be submitted to the President by a petition signed by five percent of active members of IALL. After validating the signatures of the petition, the Immediate Past-President will take

the necessary steps to present the proposed amendment to a written-ballot vote by the membership.

Section 3 **Effective Date.** An amendment to the constitution becomes effective when it has been approved by no less than two-thirds of the ballots returned to and counted by the Immediate Past President.

Section 4 **Amendments to Bylaws.** Specific procedure, regulations, and guidelines for IALL are established in the Bylaws under the direction of the Council. The Bylaws and amendments to the Bylaws become effective when they are approved by a majority vote of the Council. Revisions of the Bylaws should be announced to the membership.

Bylaws

(Section numbers in the bylaws correspond to section numbers in the constitution to which they refer.)

Article I:

The Association

Section 2.1

Purpose and Goals. The International Association for Learning Laboratories (hereafter referred to as IALL) brings together individuals, organizations and institutions that are actively engaged in improving language learning through technology. IALL is an all-inclusive Association that values differences in people and diversity within our organization and the profession. IALL does not discriminate against any individual or group and supports fair treatment of all peoples within our diverse cultures and profession.

IALL provides opportunities for the membership to enhance their professional productivity and creativity. Its focus is on the improvement of the learning and teaching environment, including staffing, facilities, and media (audio, video, and computer) resources. The goal of IALL is to facilitate more effective learning through the improved management and use of the learning laboratory and other forms of technology-based instruction.

Section 2.1.1

To accomplish this goal, IALL:

Has established a member association in order to provide communication among professionals in the field of technology-based language instruction. Members include directors of language laboratories or language media centers, supervisors, teachers and others whose interests and assignments bring them in contact with the administration or operation of technology-based learning programs in language education and training.

Section 2.1.2

Encourages research and development of improved methods, procedures and technologies which enhance the use of

the language learning laboratory in more effective instruction.

Section 2.1.3 Publishes a journal, *The IALL Journal of Language Learning Technologies*, and a newsletter, the *IALL News Review*, with articles and information in support of IALL's purpose and goals.

Section 2.1.4 Holds an annual meeting, presents a biennial conference, and sponsors sessions at other international, national and regional meetings to provide a forum for the presentation of recent developments in using technology effectively in language teaching and learning.

Section 2.1.5 Maintains a Professional Services Center that distributes IALL-sponsored publications in print and on tape which are pertinent to the profession.

Section 2.1.6 Develops productive relationships and maintains regular communication with other professional associations and organizations having similar or complementary purposes.

Section 2.1.7 Provides a Membership Directory.

Section 3.1 **Membership.** There are four classes of membership in IALL: Educational, Student, Library, and Commercial.

Section 3.2 Educational membership is open to all directors, supervisors, teachers and other instructional personnel interested in technology and language instruction.

Section 3.2.1 Active Educational members are entitled to vote, hold office, and receive all appropriate services.

Section 3.3 Student membership is open to all individuals enrolled as full-time students at either the graduate or undergraduate level. The student must be sponsored by a current, non-student member of IALL. Student members of IALL are entitled to the same privileges as Educational members.

Section 3.4 Educational institutions/agencies and libraries may become Library members of IALL to receive a copy of the *Journal*, but without the right to vote.

Section 3.5 Publishers, manufacturers, and other commercial organizations may become Commercial members of IALL without the right to vote.

Section 3.6 The annual dues are determined by the Executive Board. The membership year runs from January 1 to December 31.

**Article II:
Governance and
Officers**

Section 2.2 All terms begin at the end of the business meeting during which officers are installed.

Section 2.3 Duties of elected officers are as follows:

- Section 2.3.1** The President acts as the executive head of IALL, presides at all IALL business meetings, including those of the Executive Board, Council and General Membership, and carries out the instructions of the Executive Board and Council. The President makes the following official appointments, with Board approval: a Journal Editor, an Advertising Manager/Vendor Relations Chair, a Managing Editor, a Professional Services Chair, Affiliate Representatives, a Regional Group Coordinator, an Archivist, Chairs of Standing Committees (with the exception of the Election Committee), and new members of the Election Committee.
- Section 2.3.2** The President-Elect works with the President to initiate new ideas and directions for IALL and represents the President whenever the latter so requests. She/He edits the *IALL News Review* and acts as liaison with Regional Groups. The President-Elect, together with the Programs Director, is in charge of coordinating all IALL-sponsored seminars at national or international conventions. In the absence or disability of the President, the President-Elect performs the duties and exercises the powers of the President.
- Section 2.3.3** The Secretary/Parliamentarian records and prepares minutes of proceedings for all Board, Council and Membership meetings and conference calls; and she/he acts as official Parliamentarian. The minutes of all meetings and conference calls are to be distributed to all Board members and copies are to be made available to other IALL members upon request. She/He maintains the current copies of the IALL Constitution and Bylaws, job descriptions, and operating procedures and distributes them as needed. The Secretary/Parliamentarian prepares announcements of all Membership Board and Council meetings and performs other duties as prescribed by the Executive Board or by the President.
- Section 2.3.4** The Business Manager is the custodian of all IALL funds. He/She collects membership dues, fees and other money due to IALL and pays bills owed by IALL. He/She maintains the official IALL address, acts as the designated contact for information about IALL, and maintains and distributes the membership list. The Business Manager coordinates the financial affairs of the Journal Committee and Professional Services Committee and maintains records on an IALL-purchased equipment and software. He/She prepares an annual budget for review by the Executive Board during the Summer Meeting, presents mid-year and year-end reports, submits the books for audit every four years, and preserves the financial records of the Association and transmits them to his/her successor.

- Section 2.3.5** The Programs Director is responsible to the Executive Board for organizing all conference programs for the Association. The Programs Director coordinates sessions for the biennial IALL conference and recruits and supervises conference coordinators for all conferences where IALL sponsors sessions.
- Section 4.1** **Election Committee.** During each election year an Election Committee consisting of three members will be constituted to prepare a slate of candidates for IALL's elective offices. The Immediate Past-President, who serves as Chair, recruits two members at large to serve on the committee and submits their names for approval by the Board and official appointment by the President by January 1.
- Section 4.2** **Election Process.** A slate of candidates and ballot are to be mailed out to the entire membership at least sixty days before the newly elected officers are to begin their term in office. Results of the election are announced at the annual business meeting and in the *Journal*. The Immediate Past - President prepares the ballots, mails them to the members, tallies the votes, reports the results to the Board and the membership, and conducts the installation ceremony on the following schedule: January 15, call for nominations; March 15, close of nominations; April 1, mailing of ballots; May 1, return of ballots; May 8, announcement of election results; summer meeting, installation of officers.
- Section 5.1** **Policy.** Official policy must exclude reference to commercial manufacturers, i.e., no product endorsements. However, exceptional situations which may affect the integrity of the organization and the profession (such as fraud or purposeful misrepresentation) may be considered for policy adoption upon notification of such intent in the *IALL Journal* and an appropriate discussion at the next scheduled annual meeting.
- Section 6.1** **Groups.** Local or regional Groups may be franchised upon approval of the Council after petitioning the Executive Board with a minimum of ten signatures.
- Section 6.1.1** The Group leader must be a member in good standing of IALL.
- Section 6.1.2** Each Group is responsible for its own structure, providing that this structure does not violate the Constitution or By-laws of IALL.
- Section 6.1.3** Each Group must maintain a minimum membership of ten and hold at least one meeting per year. Each group must publish one newsletter per year (with copies to be sent to other regional group leaders, all IALL Board members, the IALL Journal Editor, and all IALL members in their area). Groups

may be disenfranchised by action of the Council when they fail to maintain adequate membership or activity.

Section 6.1.4 Regional Groups may apply to IALL for an annual subsidy. The Groups are entitled to receive \$2 per IALL member within the region, whether or not they are members of the Regional Group, and \$2 for each Board member and each Regional Group leader.

Section 6.2 **Affiliates.** Upon approval by the Council independent organizations with similar goals and activities may be granted affiliate status with IALL. The Council determines the appropriateness of the affiliation and the provisions of the affiliation. Likewise, The Council may initiate affiliation of IALL with another organization in keeping with the goals of IALL.

Section 7.1 **Publication of Constitution and Bylaws.** The Editor of the *IALL Journal* must publish the Constitution and the Bylaws in the *Journal* at least once every five years.

Section 7.1.1 Approved amendments to the Constitution or Bylaws must be published in the issue of the *Journal* following their adoption. ■

[Editor's Note: This 1995 Revision of the IALL Constitution was adopted May 21, 1995. It is reprinted here in compliance with Section 7.1 of the Bylaws and in delayed compliance with Section 7.1.1]