

Language Learning and Teaching BAAL SIG

Draft Constitution (1)

12 March 2005

1. Aims

The Language Learning and Teaching (LLT) forum is a Special Interest Group within the British Association for Applied Linguistics (BAAL), and it aims:

- * to bring together researchers conducting Language Learning and Teaching research here and abroad
- * to explore a range of past and current work, to identify key issues, and to engage in methodologically and theoretically well-tuned debate

2. Activity

LLT holds an academic meeting approximately once every six months (a spring seminar and an autumn colloquium or track at the BAAL Annual Meeting). Although one theme may be foregrounded, each meeting seeks to include some variation in its focus, and issues arising can be developed at a subsequent event. LLT maintains an email list.

3. Membership

LLT welcomes all researchers with an interest in Language Learning and Teaching, and will consider all those on its mailing list as LLT members. Non-BAAL members who attend LLT events must pay LLT the equivalent of BAAL's reduced rate membership fee for the year (this payment is passed to BAAL in recognition of its infra-structural support, but the individual in question does not thereby become a BAAL member).

4. Organisation

LLT is co-ordinated by a Coordinating Committee (CC) that consists of: ~~two co-convenors~~ ~~Convenor who also act as~~ ~~a~~ Treasurer, ~~a~~ and Communications Secretary. ~~The~~ ~~a~~ Meetings Coordinator may change year upon year, at the discretion of the CC. There are also at least, and up to two Ordinary Members in the CC. These are elected for a (renewable) period of two years at LLT's annual general meeting (AGM), which is normally held at each ~~spring~~ seminar. The CC may also co-opt a third Ordinary Member, who may remain as a co-opted committee member for one year.

5. Responsibilities in the Coordinating Committee

The CC is responsible for facilitating and overseeing the activities of LLT (facilitating and publicising LLT events; liaising with the local organisers of seminars; maintaining financial accounts; servicing business meetings etc).

LLT is a SIG within BAAL: its activity must be broadly congruent with the BAAL Constitution, and regardful of BAAL Guidelines on the organisation of SIGs. The CC must submit

- a) an Annual Report to the BAAL Secretary, the BAAL Newsletter Editor, and the BAAL Web-Editor by July 16th every year
- b) a list of LLT members to the Membership Secretary on July 16th every year
- c) a full, accurate and auditable financial statement to the BAAL Treasurer by July 16th every year.

The CC should also ensure that LLT activities are regularly publicised through the *BAAL Newsletter*, the BAAL Website and baalmail.

6. Election of the Coordinating Committee

The CC consists of the Convenor, Treasurer, Communications Secretary, Meetings Coordinator and up to two ordinary members, and these are elected by LLT's Annual General Meeting for a period of two years. Elections are held each year for alternate combinations of posts - Convenor + Treasurer + ordinary member in one year, Communications Secretary + Meetings Coordinator + ordinary member in the second year.¹ CC members are eligible for re-election but the continuous tenure of any Officer shall be limited to three terms of office.

- * The quorum for an AGM election is eight
- * Voting at General Meetings shall be by secret ballot. In the event of an equality of votes the Convenor may give a second or casting vote; the Convenor's decision on the result of any vote shall be final.
- * If any Office falls vacant between Annual General Meetings, the remaining Officers can invite another LLT member to take up the vacant post for the period until the next General Meeting.

7. Dissolution

In the event of the LLT SIG ceasing to operate, any funds held will be paid back to BAAL, unless the BAAL membership agrees at the BAAL AGM that it is unnecessary to do so.

8. Amending the LLT Constitution

This constitution may be amended by majority vote at any quorate Annual General Meeting, provided that written notice of the proposed amendments are given to the Convenor in good time and then relayed to the membership at least fourteen days before the Meeting.

¹ To establish this system, in the first election in 2005, exceptionally two officers and one ordinary member will be elected for a period of one year.