

CONSTITUTION OF THE EUROPEAN ASSOCIATION FOR LANGUAGE TESTING AND ASSESSMENT (EALTA)

Adopted 23.04.2004 (revised 04.06.2005)

1. **Name:** The European Association for Language Testing and Assessment (EALTA).
2. **Objects:** EALTA is an international, non-political and independent association of professionals which aims to cover and represent the interests of those who work in language testing and assessment or associated areas of language education and applied linguistics in Europe. Its Mission Statement, Aims and Objectives, Activities, Categories of Membership and Terms and Conditions are the subject of separate documents which are posted on the EALTA website at www.ealta.eu.org.
3. **Administration:**
 - a. The Association year will be the calendar year, from January to December.
 - b. The Governing Body of the Association will be a General Meeting of Members in good standing.
 - c. There will be an Annual General Meeting once every Association year.
 - d. The Annual General Meeting will have the following duties:
 - i To receive a report on the work of the Association in the period since the previous Annual General Meeting.
 - ii To appoint an auditor for the current Association year.
 - iii To receive audited accounts for the preceding Association year.
 - iv To carry out such elections as may be necessary.
 - v To consider any matter referred to it by the Executive Committee, defined in Section e, below.
 - vi To consider any motion submitted by any Member in writing to the Secretary / Treasurer before the meeting.
 - e. The Executive of the Association will be a Committee normally consisting of: a President, a Secretary / Treasurer, the Chair of the Membership Committee, and one or more Conference Representatives. The Conference Representatives will represent institutions hosting the current and forthcoming EALTA conferences. The Executive Committee will always include Members from at least two different countries. A single officer may combine two spheres of responsibility. However, the Committee must have no fewer than four members. The Annual General Meeting may appoint one or more Supplementary Members for specific tasks and responsibilities as may arise, and for a specified period of no more than three years.

- f. The President will be elected for a three-year term and is not eligible for immediate re-election in the same capacity. The Conference Representatives will remain on the Committee until the conference that follows the one that they are responsible for has taken place. The term of office of any Supplementary Members will be between one and three years as determined by the Annual General Meeting. The Secretary / Treasurer and the Chair of the Membership Committee will be elected for a three-year term and may serve no more than two successive terms in the same capacity. The Annual General Meeting may however choose to elect either or both of these officers for a shorter term of one or two years. In the event that the officer is elected for a one-year term only, then that officer will remain eligible to serve two further successive terms in that capacity.
- g. The postal address of the Association as well as the responsibility for the maintenance and updating of the website will reside with the Secretary/ Treasurer.
- h. The Membership Committee will normally consist of a Chair, elected at the Annual General Meeting, and three specialists proposed for the post by the Chair, from at least two different countries, and approved by the Executive Committee. Experts will be appointed following the criteria specified in Section 4. The details of requirements and procedures for admission as Expert Members are part of the rules and regulations of the Membership Committee and may be varied on a proposal of the Executive Committee approved at the Annual General Meeting.
- i. Candidates for the Executive Committee should be nominated and seconded at or before the Annual General Meeting when the election is to take place. Their term of office commences immediately after the Annual General Meeting at which they have been elected or not later than the beginning of the next calendar year.
- j. Both the Executive and the Membership Committees will have the power to replace members who resign and to co-opt up to three additional members. Such decisions must be ratified or changed at the next Annual General Meeting.
- k. The President will chair all Annual General Meetings during his or her term of office. In the absence of the President, the Committee members, or the Annual General Meeting, as the case may be, will elect a chairperson for the occasion.
- l. The Executive Committee will have the following duties:
 - i To promote and disseminate the content of the Mission Statement.
 - ii To approve all changes to the content of the Association's website.
 - iii To organize publications and activities according to the objects of the Association.
 - iv To ensure that the finances of the Association are in good order and are used only in pursuit of the objects of the Association.
 - v To respond to the wishes of the Members, consistent with the objects of the Association, as expressed in General Meetings.
 - vi To provide reports and accounts for the Members and submit them to the Annual General Meeting.
- m. Papers summoning the Annual General Meeting will be e-mailed to reach Members at least twenty-one days before the meeting is due to take place. When possible the Annual General Meeting will be combined with the Annual Conference of the Association.

- n. The Executive Committee may summon a Special General Meeting to deal with urgent business. They will be obliged to summon such a meeting if twenty Members of the Association make a request for a meeting in writing. For Special General Meetings, twenty-eight days notice will be given unless, in the opinion of the Committee, the business is so urgent that shorter notice is required.
- o. There will be no quorum for General Meetings.
- p. A Committee meeting will be quorate if the President and two Committee members are present.
- q. At all meetings, the President will have the casting vote.
- r. The Association's annual accounts, prepared by the Secretary / Treasurer under the authority of the Committee, will be presented for audit, within two months of the Association year, to an auditor, who is not a member of the Committee, and who has been appointed by the Annual General Meeting.

4. Membership categories and eligibility

- a. The Membership Committee shall admit to Membership any person who, or institution which, submits a Membership application, who meets the stipulated conditions for Membership, and pays the appropriate subscription, where applicable.
- b. The rates of subscription, including the subscription period and the different subscriptions to be paid by different categories of Membership, will be determined by the Annual General Meeting, and made public on the website of the Association.
- c. An existing Member who fails to pay the appropriate subscription will be deemed to have resigned and will lose the rights of Membership.
- d. An existing Member who fails to accept changes to the Terms and Conditions of Membership will be deemed to have resigned.
- e. Other than as provided in Sections 4c and 4d, no Member will lose Membership and no applicant will be denied admission, other than by a decision of the Membership Committee. In such cases there will be a right of appeal to the President.
- f. Entitlements of the various categories of Membership can be varied by proposal of the Executive Committee approved by an Annual General Meeting.

4.1. Individual Membership

Individual Membership is free and open to all those individuals working or living in Member States of the European Union or of the Council of Europe with an interest and preferably an involvement in language testing and / or assessment.

4.2. Associate Membership

Associate Membership is free and open to anybody involved in language testing and assessment who is not otherwise eligible to join EALTA. Associate Members can attend EALTA conferences, including the Annual General Meeting, but have no voting rights.

4.3. Institutional Membership

Institutional Membership incurs a fee, and is open to those European institutions engaged in language testing or assessment, related materials development, or teaching or research in language testing and / or assessment.

4.4. Expert Membership

Expert Membership is an extension of Individual Membership, but is restricted to those who qualify as experts and incurs a fee. "Expert" signifies a person who can make informed professional judgements on various aspects related to language testing and assessment.

Each candidate must normally fulfil the following requirements to qualify for Expert Membership of EALTA:

- i) existing Individual Membership of EALTA
- ii) a doctorate in language testing or in a related field
- iii) at least four years of teaching experience in language testing or a related field
- iv) presentation of papers at professional conferences
- v) articles on language testing published in internationally recognised journals
- vi) books on language testing and assessment or a related field
- vii) consultancies to organisations, institutions or projects
- viii) documented participation in test design, development and validation of significant tests or public examinations
- ix) documented participation in research on some aspect of language testing and assessment
- x) references from at least two other Expert Members of EALTA.

4.5 The Membership Committee may with good reason use its discretion to admit Members who have not met fully the stated requirements.

5. Voting rights

Only Individual Members present at the Annual General Meeting have the right to vote. Votes can only be cast *in presentia*. Associate Members have no voting rights.

6. Interpretation

- a) The provisions of this Constitution can be amended, deleted or added to only by an Annual General Meeting and only if a precise motion to that effect is included in the papers summoning the meeting and is approved by two thirds of those voting.
- b) Any function properly deriving from the objects of this Association will be the responsibility of the Committee acting under the provisions of the Constitution.