

Interest Section Governing Rules

Computer- Assisted Language Learning

A Professional Interest Section of TESOL (Teachers of English to Speakers of Other Languages)

Revised: April 2019

Article I. Name

The name of this Professional Interest Section shall be Computer-Assisted Language Learning, a professional Interest Section of TESOL, hereafter referred to as CALL-IS.

Article II. Statement of Purpose The CALL-IS exists to facilitate interaction among members of TESOL who desire to further the teaching of ESL, EFL, and languages in general through the medium of CALL. To accomplish this purpose, the CALL Interest Section (CALL-IS) shall:

A. Continue to work toward a definition of issues and standards on CALL:

1. to continue to define and discuss the many issues in the field of CALL and its various contexts
2. to continue to define and implement standards by which to evaluate CALL materials and applications.

B. Facilitate communication and exchange among Interest Section members

1. to promote and undertake more ambitious CALL projects than could be undertaken through individual efforts

2. to disseminate information regarding CALL and to maintain communication between members

3. to form avenues for the exchange of materials, algorithms, approaches, and techniques pertaining to CALL;

C. Contribute to the orientation of other members of TESOL in the principles and practices of CALL

1. to introduce members to the possibilities of the medium through the organization of introductory sessions and demonstrations at conferences

2. to help clarify the role of technology in language learning

D. Foster research leading to helping determine the role of CALL and leading toward future developments in CALL. (Governing Rules)

Article III. Membership All members of TESOL who are members of the CALL-IS community in My TESOL shall be entitled to one vote in any meeting of the CALL-IS or in any electronic ballot it conducts.

Article IV. Meetings and Quorum

A. An annual business (open) meeting for all members shall be held at TESOL's Annual Convention for the purposes of conducting business and disseminating information. The time and location of the meeting shall be determined by the TESOL Director in charge of the Annual Convention Program.

Minutes of the business (open) meeting shall be kept for submission to TESOL along with any annual report of CALLInterest Section activities.

B. A meeting of the Steering Committee shall be held during TESOL's Annual Convention. The time and location of the meeting shall be determined by the TESOL Director in charge of the convention program and in consultation with the Chair or Co-chairs.

C. The business of the CALL Interest Section may be conducted during the year between TESOL's Annual Conventions by such means as mail, telephone, fax, and/or electronic means.

D. A quorum for conducting business at the annual business meeting shall be 20 members of TESOL who are members of the CALL-IS community in My TESOL.

A quorum for conducting business by the Officers and Steering Committee shall be a majority (1/2) of the members of the Officers and Steering Committee.

A quorum for conducting any business by mail of the CALL-IS members shall be responses from 25 members.

A quorum for conducting any business by electronic means of the CALL-IS members shall be responses from 25 members, provided that the business has been conducted via the designated CALL-IS mailing list or the CALL-IS community in My TESOL

E. A planning meeting (Steering Committee members & Electronic Village & Technology Showcase Lead Planners) for the CALL Interest Section shall be held during TESOL's Annual Convention. The time and location of the meeting shall be determined by the Chair. A quorum for conducting business shall

be a majority (1/2) of the Steering Committee & Electronic & Technology Showcase Lead Planners.

Article V. Officers and Steering Committee

A. The Officers shall be a Chair or Co-chairs, Chair-elect or Chairs-elect, and Immediate Past Chair or Past Co-chairs. All references in this document to the “Chair” shall be interpreted as “Co-Chairs” when applicable.

B. The term of office shall be from the close of one annual TESOL Convention until the close of the next annual Convention. Officers appointed to fill a vacancy shall take office upon their acceptance.

The Chair and Chair-elect shall each hold office for one year. At the end of the term, the Chair-elect shall become the Chair and the Chair shall become the Immediate Past Chair.

Two Co-chairs-elect may be elected to share the position and the responsibilities. The Co-chairs-elect will share terms as stated for the Chair and Chair-elect: one year as Co-chairs-elect, one year as Co-chairs, and one year as Past Co-chairs, sharing responsibilities as defined for each position. At least one of the Co-chairs-elect will be present at the annual TESOL convention.

C. Nomination, election, and filling of vacancies shall be as specified in Article VI.

D. The duties of the Officers shall be as follows:

1. Chair

a. Appointing members of all CALL-IS committees, upon approval of the Steering Committee.

- b. Serving as a CALL-IS Delegate to the annual Interest Section Council meeting.
- c. Finalizing the CALL-IS portion of the TESOL convention program, subject to approval by TESOL.
- d. Appointing members of all CALL-IS committees.
- e. Chairing CALL-IS meetings – Steering Committee meeting (on Conference Day 0), Open meeting (on Conference Day 1), Electronic Village & Technology Showcase Planning meeting for following year (on Conference Day 2 since it become the new duty of Past Chair)
- f. Overseeing the year-round schedule of tasks in preparation of the TESOL convention.
- g. Assisting the Past Chair with the events schedule for the Electronic Village and Technology Showcase.
- h. Organize the CALL-IS Hot Topic sessions.

2. Chair-elect

- a. In the temporary absence of the Chair, presiding at business meetings of the CALL Interest Section and its Steering Committee.
- b. If membership is adequate to warrant two representatives, serving as a CALL-IS Delegate to the annual Interest Section Council meeting (either the Chair-elect or one of the Co-chairs-elect). If membership is adequate to warrant three representatives and there are Co-chairs elect, both shall serve.
- c. Serving as primary contact person for TESOL and other organizations.

- d. Organizing the CALL-IS Academic Session.
- e. Organizing the CALL-IS InterSection with other Interest Sections.
- f. Organizing the CALL-IS Social Gathering/Dinner after Open Meeting. (Optional: to have another outing after EV Planning meeting)
- g. Assisting the Chair.
- h. Assuming the responsibilities of the Chair in the following year and the Past Chair two years hence.

3. Immediate Past Chair

- a. Assuming the duties of the Chair, if possible, should the Chair be unable to serve the remainder of his/her term.
- b. Assisting and advising the Chair and Chair-elect in their duties.
- c. Serving as an additional CALL-IS Delegate to the annual Interest Section Council meeting, after the Chair-elect, as membership warrants.
- d. Serving on and chairing the CALL-IS Nominating Committee.
- e. Writing the annual reports in line with TESOL's request (eg. Open Meeting Minutes, Self-Assessment)
- f. Serving as events coordinator of all Electronic Village and Technology Showcase events.
- g. Preparing the EV Schedule in collaboration with the Steering Committee and Electronic Village & Technology Showcase Event Leads.

h. Preparing and posting the Call for Proposals for the Electronic Village and Technology Showcase.

i. Assisting the Chair and Chair-elect.

E. The CALL Interest Section Steering Committee shall consist of the Officers, nine Members-at-Large, and the Newsletter Editor(s).

Members-at-Large of the Steering Committee shall hold office for three years. The term of office shall be from the close of one annual TESOL Convention until the close of the annual Convention three years hence. Three members shall be elected annually.

The Steering Committee shall meet at least once during the annual TESOL Convention and before the annual business (open) meeting. So far as practicable, the membership of the Steering Committee shall represent the professional interests and geographic diversity of the CALL-IS.

Minutes of the Steering Committee meetings and a record of its actions shall be available to the membership.

The duties of the Steering Committee are:

1. To determine policies for the operation of the CALL-IS.
2. To conduct long-range planning for the CALL-IS, developing projects and programs as are necessary to achieve the goals of TESOL and CALL-IS.
3. To support the Chair and Chair-elect in efforts to obtain close liaison with other TESOL groups and other professional organizations having similar concerns.

4. To establish committees as required and to give them specific direction and instructions; to approve the appointments of all members by the Chair.

5. To appoint the Editor/s of the CALL-IS newsletter.

E. Appointed Steering Committee Members

1. Newsletter Editor/Co-editors

a. The CALL Newsletter Editor/Co-editors shall be appointed by the Steering Committee for a three-year term. The term of office shall be from the close of the TESOL Annual Convention following appointment until the close of the Annual Convention in the year of retirement.

b. The Editor/Co-editors shall direct the publication of the CALL-IS newsletter.

c. The Editor/Co-editors shall be responsible for liaison with editors of the Serial Publications Committee, affiliate newsletters, and other Interest Section newsletters.

Article VI. Nominations, Elections, and Vacancies

A. The Chair-elect and At-Large members of the Steering Committee shall be nominated by a Nominating Committee.

The Nominating Committee shall be comprised of four (or five) members: the Immediate Past Chair or Co-chairs and the three outgoing At-Large members of the Steering Committee. The Immediate Past Chair will serve as Chair of the Nominating Committee.

Individuals standing for election to CALL-IS Steering Committee must be primary members of CALL-IS.

The Nominating Committee shall secure the consent of all nominees to serve, if elected, along with relevant bio-data for the ballot. The Chair shall be responsible for preparing the ballot. The

Chair will share the ballot with the Steering Committee for their comments at least three days prior to its submission to TESOL. The Chair will make the final decision about the ballot.

B. The Chair-elect shall be elected in elections conducted electronically at least four (4) weeks prior to the annual TESOL convention. Electronic voting shall constitute an election.

C. If the office of Chair becomes vacant and there is no Co-chair to take office, the Chair-Elect or shall assume the office.

D. 1. In the event of a vacancy in the office of Chair-elect or both Co-chairs- elect, the At-Large members of the Steering Committee and the Chair, in consultation with the other Officers, shall make an appointment effective immediately and until the next annual election. The Nominating Committee will be instructed to include candidates for all vacant positions at the next annual election.

2. In the event of a vacancy in the office of Steering Committee Member-at- Large, the Chair, in consultation with the other officers, shall make an appointment effective immediately and until the next annual election, and shall notify the Nominating Committee to include candidates for all vacant positions in the next annual election. The Chair, in consultation with the other officers, shall offer the position to the first runner-up in elections held in the most recent Open Meeting.

F. In the event a delegate to the Interest Section Council is unable to attend the annual Council meeting, the Chair shall designate an alternate and inform the Central Office.

G. Any Officer or member of the Steering Committee may be removed from office for good cause by TESOL's Executive Committee with concurrence by a three-fourths (3/4) vote of the

Steering Committee. Good cause shall consist of malfeasance, misfeasance, or nonfeasance.

Article VII. Authority

A. The authority for the governance and maintenance of the CALL Interest Section is based upon the following: TESOL Bylaws, the Standing Rule for Interest Sections (No. XI), the Handbook for Interest Section Leaders, and policies and procedures established by the TESOL Board of Directors. These governing rules shall not be in conflict with any of the foregoing documents or actions.

B. Roberts Rules of Order, Newly Revised (1990) shall serve as the authority for the conducting of business of the CALL Interest Section.

Article VIII. Maintenance, Probation, and Dissolution

A. The procedures for maintenance of the CALL Interest Section shall be as specified in Standing Rule XI, namely:

1. It shall retain at least 100 members of the CALL-IS community in My TESOL members, averaged over three years.
2. It shall hold a business (open) meeting and a planning meeting at each Annual Convention of TESOL.
3. It shall send the required number of delegates to the Interest Section Council meeting each year at the Annual Convention of TESOL.
4. It shall hold additional meetings of the Steering Committee as necessary.
5. It shall submit to the Board of Directors through the appropriate TESOL staff member the reports TESOL requests of the CALL Interest Section activities, including a copy of the minutes of its business meeting/s at the Annual Convention of TESOL.
6. It shall present workshops, papers, etc. at the Annual Convention of TESOL and offer other services to its members.

B. Procedures for placing the CALL Interest Section on probation or for the dissolution of the CALL Interest Section shall be as specified in Standing Rule XI, namely:

1. The Secretary of TESOL shall place the CALL-IS on one-year probation if for two consecutive years CALL has failed to meet two or more of the requirements for maintenance of Interest Sections.

2. The Secretary of TESOL shall dissolve the CALL-IS if, at the end of the one-year probationary period, the CALL-IS has not satisfied all the requirements for maintaining Interest Section status, or if within a six-year period, the CALL-IS is placed on probation more than two times.

3. The current Chair of the CALL-IS may request that the CALL-IS be dissolved by writing a letter to the Secretary of TESOL requesting dissolution for such reasons as a lack of volunteer leadership and support in planning the TESOL Annual Convention program. The Secretary, through the IS Coordinating Committee, shall recommend action to the Board of Directors who shall act on the recommendation at its next scheduled meeting.

Article IX. Amendments

These Governing Rules may be amended by a majority vote of the CALL Interest Section members who participate in the voting, provided written notice of the proposed change/s has been given to the membership at least 30 days prior to the vote, or by three-fourths (3/4) of the members voting if no such notice has been given. A quorum is required for the amendment to take effect.

Article X. Committees

A. Standing Committee

1. Nominating Committee

a. The Nominating Committee shall comprise four (or five) members: the Immediate Past Chair and the three outgoing At-

Large members of the Steering Committee. In the event that a member cannot serve, the Chair of the CALL-IS shall appoint a replacement after consultation with the other Officers.

b. The Chair of the Nominating Committee shall be the Immediate Past Chair.

c. The Nominating Committee shall prepare a slate of candidates for the annual election as specified in Article VI.

B. Ad Hoc Committees

The Chair, in consultation, with the other Officers, shall appoint Ad Hoc Committees, as needed, to accomplish certain tasks.

The number of committee members and length of committee service shall be determined by the Officers.

Article XI. Publications

A. The CALL-IS shall publish a newsletter, a periodical devoted to the special interests of this Section and not competing with any of the official publications of TESOL.

B. Guidelines and policies for the newsletter shall be developed by TESOL. Additional guidelines and policies, not in conflict with TESOL guidelines and policies, shall be developed by the Editor and approved by the Officers.