

# INTERNATIONAL LISTENING ASSOCIATION

## By-Laws

**Ratified March 2012, Bremerton, WA**

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### **ARTICLE 1: Duties of Officers**

#### **Section 1: President**

1. Shall preside at the Annual Convention of the Association.
2. Shall represent the Association at the official functions.
3. Shall serve as Chair of the Executive Board
4. Shall coordinate the activities of the Executive Board as the officers carry out their designated responsibilities.

#### **Section 2: First Vice-President**

1. Shall perform all duties of the President in the event of the President's absence.
2. Shall become President for the unexpired term should the office of the President become vacant. In such a case, the First Vice-President shall also serve the next year as President.
3. Shall be Chair of the Annual Convention Program Committee and manage all designated Annual Convention responsibilities.
4. Shall serve on the Publications Committee.

#### **Section 3: First Vice-President Elect**

1. Shall perform all duties of the First Vice-President in the event of the First Vice-President's absence.
2. Shall become First Vice-President for the unexpired term should the office of the First Vice-President become vacant. In such a case, the First Vice-President Elect shall also serve the next year as First Vice-President.
3. Shall assist the First Vice-President as requested.
4. Shall select the Annual Conference theme for the year serving as First Vice-President.
5. Shall make the Call for Papers for the Annual Convention in which he or she serves as program planner.
6. Shall become First Vice-President after one year.
7. Shall serve as Co-Chair of the Financial Review Committee along with the Secretary.
8. Shall serve as Co-Chair of the Bylaws Revision Committee along with the Secretary.
9. Shall serve as chair of any summer conference approved by the Executive Board.

**Section 4: Second Vice President**

1. Shall chair the Membership Committee.
2. Shall assume the responsibility of facilitation at regional meetings approved by the Executive Board.

**Section 5: Secretary**

1. Shall keep minutes of all membership and Executive Board meetings.
2. Shall serve as Co-Chair of the Financial Review Committee along with the First Vice-President Elect.
3. Shall serve as Co-Chair of the Bylaws Revision Committee.
4. Shall, with the Vice President Elect, notify the general membership of the proposed by-law changes at least 30 days prior to the annual convention.
5. Shall forward the by-law changes approved by the general membership to the Executive Director within 30 days after the annual convention.

**Section 6: Immediate Past President**

1. Shall serve as a voting member of the Executive Board.
2. Shall initiate and complete a Past President's project, approved by the President and consistent with the mission and vision of the Association
3. Shall perform duties assigned by the President

**Section 7: Members at Large**

**Members-at-large #1**

1. Shall serve as Chair of the Public Relations Committee.
2. Shall be responsible for the internal and external public relations and publicity efforts of the Association.
3. Shall attend all Public Relations committee meetings.
4. Shall serve on the Publications Committee.

**Members-at-large #2**

1. Shall seek out Special Projects ideas from the members and confer with the President.
2. Shall assist in any Special Projects designated by the President.
3. Shall provide any other assistance requested by the Executive Board.

**Members-at-large #3**

1. Shall serve as Coordinator of Global Outreach and attend all Global Outreach meetings.
2. Shall coordinate the Association's global efforts.
3. Shall coordinate with the Publications Committee to ensure a global presence in the organization's publications.

**Section 8: Student Board Member**

1. Shall hold a student's status when elected.
2. Shall serve a two-year term.
3. Shall perform duties as assigned by the President.
4. Shall coordinate the Association's student related activities.
5. Shall work with the First Vice-President and First Vice-President Elect in developing and carrying out student programs for the annual convention. In addition, shall be responsible for working with the First Vice-President Elect in coordinating and facilitating fund raising at the annual convention.
6. Shall work with the Executive Director in determining the criteria and recipients of the Association's student disbursement program.

**Section 9: Removal from Office.**

1. As stipulated in the Constitution, board members must fulfill all duties and responsibilities of the office as outlined in the By-Laws and attend and participate in Executive Board Meetings. Any officer who does not fulfill the responsibilities of the office in the judgment of the remaining Executive Board members, by majority vote, may be dismissed and replaced by an Association member appointed by the Executive Board. An elected board member should be removed from office if he or she misses two Board meetings within his or her tenure unless excused by the Board by a majority vote.
2. Any elected officer or board member may be recalled during his or her term of office by a 2/3 majority vote of the active members during a special meeting as called by the President. If the President is the object of the recall, the next officer in the line of succession will call the meeting. The reason for the recall must be stated with sufficient supporting documentation and may include failure to serve the organization, malfeasance, et al. If the board member is recalled, the board will fill the position temporarily until the next official election of officers and board members.

**Section 10: Acceptance of Board Resignations and Appointments to Fill Vacancies**

The Executive Director and Board President shall notify the entire Executive Board of any resignation within 14 days of submission. All Board members are encouraged to submit, to the President, names of members (in good standing) whom they recommend to fill the open Board position. The President will make a recommendation to the entire Board, who, in turn, will vote on the recommendation. The new Board member will assume all responsibilities of the position and will hold the office for the remainder of the term.

**Section 11: Term Limits.** All elected officers will be limited to a six-year term limit, combined across all elected positions. Members may self-nominate or be nominated to serve in an elected position following a three year sabbatical.

## ARTICLE II – EXECUTIVE BOARD AND COMMITTEES

### Section 1. Committees.

1. The association shall have the following standing committees chaired as set forth:
  - a. Program Planning, First Vice President;
  - b. Membership, Second Vice President;
  - c. Financial Review, First Vice President Elect and Secretary, Co-Chairs;
  - d. Bylaws Revision, First Vice President Elect and Secretary, Co-Chairs;
  - e. Public Relations, Member-at-Large #1;
  - f. Special Projects, Member-at-Large #2;
  - g. Global Outreach, Member-at-Large#3;
  - h. Nomination, Committee-Elected Chair.
  - i. The chairs of the Standing Committees appointed by the President are: Archives, Awards, Business, Education, Healthcare, Local Arrangements, Certified Listening Professional, Research, and Site Selection.
2. The Executive Board shall have the authority to establish any other committees deemed necessary for the welfare and growth of the Association. Additional committees may be instituted by a majority vote of the membership present at any regular or special meeting of the Association.
3. The chairs of the research, Business, Curriculum/Assessment, Elementary/Secondary and Healthcare Committees shall be elected by their members and confirmed by the President in the following manner. Each year a chair elect shall be elected by the committee to serve as chair during the following year. This member's name shall be reported to the President for confirmation. The Chair Elect shall perform the duties assigned by the committee and the chair. During the initial year the committee will elect both a chair and a chair elect.
4. The chairs of the Archives, Awards, Local Arrangements, Site Selection, and Publications Committees shall be appointed in the following manner. Each year the new President shall appoint a Chair Elect for each of these committees. The Chair Elect shall serve as the committee chair of the following year. During the initial year the President shall appoint both a chair and a chair elect.
5. Association members may express interest in becoming members of the Research, Business, Curriculum/Assessment, and Elementary/Secondary Committees either by attending the meeting of the committee at the convention or by requesting of the President that they be placed on that committee. The President shall appoint the committee members within one month of the annual convention. The President shall designate the total number of committee members, which may vary from year to year, and the number will be designated at the President's discretion.
6. Membership on the Awards, Local Arrangements, Site Selection, and Publication Committees is arranged by Presidential appointment. The Publications Committee shall be comprised of the Web Editor, Listening Post Editor, The Listening Professional Editor, the International Journal of Listening

Editor, Member-at-Large Public Relations, First Vice-President, and two additional members.

7. Duties of the chairs of the Research, Business, Healthcare, Curriculum/Assessment, and Elementary/Secondary Committees.
  - a. Report committee election results to the President no later than April thirtieth or the date designated by the President.
  - b. Report the committee activities for the previous term to the President by April 30<sup>th</sup>, or the date designated by the President.
  - c. Report the names of those attending the committee meeting and its plans for the following year to the president by April 30th, or the date designated by the President.
  - d. Serve as a member of the Conventional Program Committee for the following year.
  - e. Appoint a program subcommittee for the following year's convention. The function of this committee is to encourage programs proposal submissions.
  - f. Facilitate pre or post-convention conferences for the following year.
8. Duties of the chair of the Awards Committee.
  - a. Facilitate the work of the committee
  - b. Solicit nominations for the awards
  - c. Make arrangements for the production of the award plaques, etc. with the Executive Director
  - d. Make arrangement for delivering the awards with the First Vice President and the Executive Director.
9. Duties of the Chair of the Local Arrangements Committee.
  - a. Obtain a list of Responsibilities from the Executive Secretary
  - b. Work with the First Vice President and Local Arrangements Committee in fulfilling these responsibilities
10. Duties of the Chair of the Site Selection Committee.
  - a. Facilitate the committee's research of potential sites and Local Arrangement chairs three years in advance of the association convention
  - b. Report the recommendations of the committee to the President
11. Duties of the Chair of the Publications Committee.
  - a. Facilitate the work of the committee.
  - b. Ensure consistency of the Association's image and messages through its printed and electronic publications.

## **Section 2. Business Between Meetings.**

The president is authorized to consult the Board through communication channels inclusive of all forms of information technologies. All such decisions and/or actions shall be recorded by the Secretary and presented to the Board for approval at its next official meeting. Official meetings may be held virtually throughout the year.

### **Section 3. Financial Review Committee.**

The Executive Board shall appoint a Financial Review Committee from among the membership, which will meet prior to the business meeting at the Annual Convention to review documents and records of the financial transactions and to certify their accuracy to members of the Association. The Secretary and First Vice President Elect shall serve as the Co-Chairs of this committee.

### **Section 4. Executive Director.**

The Executive Director shall be appointed by the Executive Board and shall be nonvoting member of the Executive Board. The duties of the Executive Director shall be as follows:

1. Shall conduct the daily business of the Association.
2. Shall be responsible for all the day-to-day financial matters of the Association, including the receiving and recording of dues, donations, and other monies receivable; shall expedite payments of the Association's bills, and render an annual accounting to the Association's membership.
3. Shall sign all official financial documents of the Association.
4. Shall be bonded under a security protection service purchased by the Association, while serving as Executive Director.
5. Shall accept members into the Association upon payment of dues.
6. Shall maintain an up-to-date membership listing and make it available to the membership.
7. Shall prepare a proposal for the annual meeting recommending the activities to be undertaken during the coming year. Such proposals should be consistent with the level of income being realized and projected for the coming year.
8. Shall aid in organization and conducting the Annual Convention, including planning, and various other duties necessary to assure a successful convention.
9. Shall send copies of the Association's bank checking statements to the Secretary and the First Vice-President Elect, Co-Chairs of the Financial Review Committee.
10. Shall arrange for an office to be established including Association materials, stationary, computer equipment, files, and any other items deemed necessary to conduct the business of the Association.

### **Section 5. International Journal of Listening Editor.**

The International Journal of Listening Editor shall be appointed by the Executive Board from a list of interested members in good standing presented by the President and shall be nonvoting member of the Executive Board. Duties of the International Journal of Listening Editor are:

1. Shall serve a three-year term as Editor and a fourth year as Editor Consultant to the Incoming Editor.
2. Shall appoint an Editorial Board to assist in selecting, editing, and publishing scholarly writing.
3. Shall be responsible for making final decisions to meet established publication deadlines.
4. Shall publish the number of International Journal of Listening issues per year as approved by the Executive Board.
5. Shall confer with the Executive Director and the Executive Board to select a qualified International Journal of Listening publisher
6. Shall work closely with the International Journal of Listening publisher to promote the marketing and distribution of the Journal.

7. Shall work closely with the President and Executive Board in matters pertaining to the successful publication of the International Journal of Listening.

#### **Section 6. Listening Post Editor.**

The Listening Post Editor shall be appointed by the Executive Board from a list of interested members in good standing presented by the President and shall be nonvoting member of the Executive Board.

Duties of the Listening Post Editor are:

1. Shall serve a three-year term as Editor and a fourth year as Editor Consultant to the Incoming Editor.
2. Shall be responsible for making final decisions to meet established publication deadlines.
3. Shall publish the number of Listening Post issues per year as approved by the Executive Board.
4. Shall work closely with the President and Executive Board in matters pertaining to the successful publication of the Listening Post.

#### **Section 7. Web Editor.**

The Web Editor shall be appointed from a list of interested members in good standing presented by the President and shall be a nonvoting member of the Executive Board. Duties of the Web Editor are:

1. Shall serve a three year term as Web Editor and a fourth year as Consultant to the in-coming Web Editor.
2. Shall confer with a Publications Committee for matters relating to website content and format.
3. Shall be responsible for making final decisions regarding website content and format.
4. Shall update the website on a regular basis.
5. Shall work closely with the President and Executive Board in matters pertaining to the successful online publication of the website.

#### **Section 8. The Listening Professional Editor.**

The Listening Professional Editor shall be appointed from a list of interested members in good standing presented by the President and shall be nonvoting member of the Executive Board. Duties of The Listening Professional Editor are:

1. Shall serve a three year term as The Listening Professional Editor and a fourth year as Consultant to the in-coming The Listening Professional Editor.
2. Shall confer with the Publications Committee for matters relating to The Listening Professional content and format.
3. Shall be responsible for making final decisions regarding The Listening Professional content and format.
4. Shall serve on the Publications Committee.