

## UKALTA Constitution - proposed changes to the 2016 Constitution

The current UKALTA Constitution was adopted at the 2<sup>nd</sup> AGM in November 2016 and no amendments have been made to it since then.

Subsection 9 (p 3) of the current Constitution states:

*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.*

The 2021 AGM will be the opportunity to make some minor adjustments and additions to the Constitution text in light of UKALTA's experience and operation over the past 5 years, particularly the growth of the association and the impact of the recent global pandemic.

At the same time, the AGM offers the chance to expand the UKALTA Executive Board by introducing some new formalised roles (i.e. *PGR Network Officer, Events Officer, Ordinary Members*) in order to strengthen organisational capacity for the future. These new appointments can be added to the proposed Constitutional changes and ratified at the 2021 AGM.

All the proposed changes are shown below in the form of **9 specific motions** for voting on by the UKALTA membership in conjunction with the 2021 AGM (which will take place online in December 2021). The original Constitution wording is shown first, followed by the proposed revised wording (in red) and accompanied by the rationale for the proposed changes (in italic).

### Motion 1 (Affiliations)

<b>Current wording:</b>	
3.2	The Association supports the mission and activities of the European Association of Language Testing and Assessment, and will seek to work with EALTA in building a forum to facilitate the interaction of language testing professionals in Europe.
<b>Change to:</b>	
3.2	The Association supports the mission and activities of other professional associations involved in language testing and assessment and will seek to work with them in building a forum to facilitate the interaction of language testing professionals internationally.
<b>Rationale:</b>	
<i>The revised wording seeks to avoid appearing restricted in the organisations we will work with. It suggests an openness to collaborating with similarly focused professional associations irrespective of their geographical location or remit. This may be especially important going forward with regard to planning collaborative events online.</i>	

## Motion 2 (Affiliations)

<b>Current wording:</b>	
3.3	The Association will actively seek to build close relationships with other local and international organizations dealing with applied linguistics and language testing and assessment and promote the interaction of members and exchange of news and information between such organizations.
<b>Change to:</b>	
3.3	The Association will actively seek to build close relationships with other organisations dealing with applied linguistics, language testing and assessment, and language teaching and learning, and will promote the interaction of members and exchange of news and information between such organisations.
<b>Rationale:</b>	
<i>The revised wording seeks to broaden our scope for interaction with other organisations to include national and international associations concerned with language teaching and learning (e.g. IATEFL, UCML). This change also reflects one of our stated organisational aims: i.e. 2.3 ‘...actively seek to establish close relationships with organizations and societies that focus on language education and assessment issues’.</i>	

## Motion 3 (Executive Committee)

<b>Current wording:</b>	
5.1	The Executive Committee shall consist of a President, Secretary, Treasurer, Membership and Nomination Committee Chair, and Communications/Website Coordinator.
<b>Change to:</b>	
5.1	The Executive Committee shall consist of a President, Secretary, Treasurer, Membership and Nomination Committee Chair, Communications/Website Coordinator, Postgraduate Research Network Officer, Events and Liaison Officer, and 2 Ordinary Members. Any of these Executive Committee roles may be a shared post if considered appropriate (e.g. Co-Presidents).
<b>Rationale:</b>	
<i>The revised wording allows for the Executive Committee to be expanded (i.e. from 5 to 9 officers) with additional formalised roles. This is essential if UKALTA is to continue some of the new initiatives it has introduced in 2021 and to grow in the future as an effective professional association.</i>	

## Motion 4 (Meetings)

<b>Current wording:</b>	
6.2	The Association shall hold an Annual General Meeting once a year at the LTF Conference.
<b>Change to:</b>	
6.2	The Association shall hold an Annual General Meeting once a year, normally at the LTF Conference.

**Rationale:**

*The revised wording allows for the AGM to be held separately to the LTF event in certain circumstances. This was the case in 2020 when the Covid19 pandemic made it impossible to hold LTF 2020 in Lancaster as planned, and is also the case for 2021.*

**Motion 5 (LTF)**

**Current wording:**

7.2	The LTF will continue to be run by a local LTF Chair and hosted by a local institution, in the same manner as past precedent.
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**Change to:**

7.2	The LTF will normally be run by a local LTF Chair and Organising Committee, and hosted by a local institution, in the same manner as past precedent. In exceptional circumstances, the UKALTA Executive Committee may decide to make alternative arrangements.
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**Rationale:**

*The revised wording allows for the LTF to be run and hosted in a different way if exceptional circumstances prevent the usual conference format from taking place. This was the case in 2020 when the Covid19 pandemic made it impossible to hold LTF 2020 in Lancaster as planned and the UKALTA Executive Committee took the decision to hold and organise a half-day online LTF event in its place.*

**Motion 6 (Appendix B – Executive Committee Guidelines – Section 1: Role of EC)**

**Current wording:**

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| 2.  | The Executive Committee shall be the administrative agent of UKALTA, shall supervise the work of the Secretary, Treasurer, Communications & Website Coordinator, and Chair of the Membership & Nominations Committee, and shall exercise general supervision over the affairs of the Association. |
| 4.  | The Executive Committee shall consist of a President, Secretary, Treasurer, Communications & Website Coordinator, and Chair of the Membership & Nominations Committee.  |
| 9.  | The President, Secretary and Treasurer positions shall start and finish asynchronously. The positions of Communications & Website Coordinator and Chair of the Membership & Nominations Committee will start and finish asynchronously.*  |
| 10. | The members of the Executive Committee (President, Secretary, Treasurer, Communications & Website Coordinator, and Chair of the Membership & Nominations Committee) shall normally be expected to attend the Annual General Meeting of the Association.   |

	<i>[NB The * refers to the asynchronous position timeline used exclusively for the election of the first Executive Committee (2017) to enable some continuity at the start-up of UKALTA.]</i>
<b>Change to:</b>	
2.	The Executive Committee shall be the administrative agent of UKALTA, shall supervise the work of the Secretary, Treasurer, Communications & Website Coordinator, Chair of the Membership & Nominations Committee, Postgraduate Research Network Officer, Events and Liaison Officer, and 2 Ordinary Members, and shall exercise general supervision over the affairs of the Association.
4.	The Executive Committee shall consist of a President, Secretary, Treasurer, Communications & Website Coordinator, Chair of the Membership & Nominations Committee, Postgraduate Research Network Officer, Events and Liaison Officer, and 2 Ordinary Members.
9.	The President, Secretary and Treasurer positions shall start and finish asynchronously. All other officer roles will start and finish asynchronously as far as is reasonable. The standard term for all Executive Committee roles is 3 years, with the possibility of re-election for a second term.
10.	The members of the Executive Committee (President, Secretary, Treasurer, Communications & Website Coordinator, Chair of the Membership & Nominations Committee, Postgraduate Research Network Officer, Events and Liaison Officer, and 2 Ordinary Members) shall normally be expected to attend the Annual General Meeting of the Association.
<b>Rationale:</b>	
<i>The revised wording allows for the inclusion, functioning and management of the 4 new posts proposed under Motion 3 (i.e. Postgraduate Research Network Officer, Events and Liaison Officer and 2 Ordinary Members). It also stipulates a 3-year term for EC members and the possibility of re-election for a second term.</i>	

### **Motion 7 (Appendix B – Executive Committee Guidelines – Section 2: Duties of EC)**

<b>Current wording:</b>	
2.	<u>Secretary</u> The Secretary shall perform the usual functions of secretary and shall administer the general affairs of UKALTA under the direction of the Executive Committee. Specific duties of the secretary include the following: a) To record and distribute minutes of all meetings. b) To assist the President with arrangements for the AGM. c) To carry out general administrative tasks for UKALTA.
4.	<u>Communications and Website Coordinator</u> The Communications & Website Coordinator shall perform the usual functions of a communications and website coordinator under the direction

	<p>of the Executive Committee. Specific duties of the Communications &amp; Website Coordinator include the following:</p> <ul style="list-style-type: none"> <li>a) To develop and maintain a website for UKALTA.</li> <li>b) To develop and maintain an electronic membership application system.</li> <li>c) To provide communication and website advice and support to the LTF Programme Committee.</li> <li>d) To send communications to the membership or other instances as required by the Executive Committee.</li> </ul>
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**Change to:**

2.	<p><u>Secretary</u></p> <p>The Secretary shall perform the usual functions of secretary and shall administer the general affairs of UKALTA under the direction of the Executive Committee. Specific duties of the secretary include the following:</p> <ul style="list-style-type: none"> <li>a) To record and distribute minutes of all meetings.</li> <li>b) To carry out general administrative tasks for UKALTA.</li> <li>c) To assist the President with arrangements for the AGM.</li> <li>d) To manage the executive content on the website.</li> </ul>
4.	<p><u>Communications and Website Coordinator</u></p> <p>The Communications &amp; Website Coordinator shall perform the usual functions of a communications and website coordinator under the direction of the Executive Committee. Specific duties of the Communications &amp; Website Coordinator include the following:</p> <ul style="list-style-type: none"> <li>a) To develop and maintain a website for UKALTA.</li> <li>b) To develop and maintain an electronic membership application system.</li> <li>c) To provide communication and website advice &amp; support to the LTF Programme Committee.</li> <li>d) To send communications to the membership or other instances as required by the Executive Committee.</li> </ul>

**Rationale:**

*The revised wording seeks to clarify existing roles (Secretary and Comms & Website Coordinator) in the light of experience over the past 5 years.*

**Motion 8 (Appendix B – Executive Committee Guidelines – Section 2: Duties of EC)**

<b>Current wording:</b>	
	No current wording in place.
<b>Change to:</b>	
6. (new)	<p><u>Postgraduate Research Network Officer</u></p> <p>The Postgraduate Research Network Officer serves as a liaison between the UKALTA Postgraduate Research Network and the UKALTA Executive Committee. Specific duties include:</p>

<p>7. (new)</p> <p>8. (new)</p>	<p>a) To be a member of the PGR Network steering group.  b) Together with other members of the PGR Network steering group, to organise events and develop other initiatives for postgraduate students and early career researchers who are UKALTA members.  c) To serve as a liaison between the PGR Network leadership and the UKALTA Executive Committee.</p> <p><u>Events and Liaison Officer</u>  The Events and Liaison Officer is responsible for assisting with the organisation of events under the direction of the Executive Committee and for maintaining liaison with UKALTA links and partners. Specific duties include:</p> <p>a) To support the annual LTF conference in collaboration with the Local Chair and Organising Committee.  b) To take a lead on and/or support UKALTA events.  c) To maintain ongoing liaison with UKALTA links and partnerships.</p> <p><u>Ordinary Members (2 posts)</u>  Ordinary Members are responsible for undertaking special projects and ad hoc tasks that emerge for the Executive Committee and supporting other members of the EC and facilitating delivery of the tasks of the EC as appropriate. Specific duties include:</p> <p>a) Contributing to discussion and decision making at EC meetings.  b) Reviewing and giving feedback on reports, proposals, abstracts, etc.  c) Helping to develop and draft new policy and briefing documents for UKALTA.</p>
<p><b>Rationale:</b></p>	
<p><i>The additional wording specifies the duties involved in the new roles proposed under Motion 3 (i.e. Postgraduate Research Network Officer, Events and Liaison Officer and 2 Ordinary Members).</i></p>	

**Motion 9 (Appendix C – Nominations and Elections Guidelines)**

<p><b>Current wording:</b></p>	
<p>3.</p>	<p>All members of the Executive Committee and members of the Membership &amp; Nominations Committee shall be elected by a ballot coordinated and presided by the Chair of the Membership &amp; Nominations Committee. Voting will be in person at the Annual General Meeting.</p>
<p>4.</p>	<p>For the offices of President, Secretary, Treasurer, Communications &amp; Website Coordinator, and Chair of the Membership &amp; Nominations Committee, each member of UKALTA shall have one vote and the candidate receiving the largest number of votes shall be elected. For the members of the Membership &amp; Nominations Committee, each member of UKALTA shall have as many votes as there are vacancies and the candidates receiving the largest number of votes shall be elected. In the case of a tied vote for any of the</p>

	vacant positions, the tie shall be broken by a majority vote of the executive Committee members present at the Annual General Meeting.
<b>Change to:</b>	
3.	All members of the Executive Committee and members of the Membership & Nominations Committee shall be elected by a ballot coordinated and presided over by the Chair of the Membership & Nominations Committee. Voting will normally be online using secure and appropriate systems and results will be reported at the Annual General Meeting.
4.	For the offices of President, Secretary, Treasurer, Communications & Website Coordinator, Chair of the Membership & Nominations Committee, Postgraduate Research Network Officer and Events and Liaison Officer each member of UKALTA shall have one vote and the candidate receiving the largest number of votes shall be elected. For the members of the Membership & Nominations Committee, and for the 2 Ordinary Members, each member of UKALTA shall have as many votes as there are respective vacancies and the candidates receiving the largest number of votes shall be elected. In the case of a tied vote for any of the vacant positions, the tie shall be broken by a majority vote of the executive Committee members present at the Annual General Meeting.
<b>Rationale:</b>	
<i>The revised wording allows for voting to take place <u>online</u> to enfranchise as many of the membership as possible as requested by those members attending the 2019 AGM. Online voting worked well in 2020 when the Covid19 pandemic made it impossible to hold LTF 2020 in person as planned and is likely to be the approach in future to maximise voting participation. The revised wording in point 4 takes account of the new roles proposed under Motion 3 (i.e. Postgraduate Research Network Officer, Events and Liaison Officer and 2 Ordinary Members).</i>	

Professor Lynda Taylor – President of UKALTA – 30 November 2021