

AMERICAN ASSOCIATION FOR APPLIED LINGUISTICS

STANDING RULES

There shall be a body of Standing Rules intended to specify operating procedures. There is no limit to the number of such rules that may be put in place. Standing Rules may be adopted, discarded, or amended by a two-thirds majority of the Executive Committee. Amendments shall be effective immediately unless otherwise noted.

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Standing Rule 1: Definition of Applied Linguistics

Applied Linguistics is an interdisciplinary field of inquiry that addresses a broad range of language-related issues in order to understand their roles in the lives of individuals and conditions in society. It draws on a wide range of theoretical and methodological approaches from various disciplines—from the humanities to the social and natural sciences—as it develops its own knowledge-base about language, its users and uses, and their underlying social and material conditions.

**Standing Rule 2:
Mission of the American Association for Applied Linguistics (AAAL)**

The mission of AAAL is to facilitate the advancement and dissemination of knowledge and understanding regarding language-related issues in order to improve the lives of individuals and conditions in society.

Standing Rule 3: Categories of Membership

Members elect their membership category based on that most which is most comparable to their status of employment. Categories of membership are as follows:

1. *College & University Administration or Government Employee*
2. *Faculty & Research, Tenured*
3. *Faculty & Research, Tenure-line But Currently Untenured (Pre-Tenure)*
4. *Faculty & Research, Non-Tenure Line*
5. *Faculty & Research, Part-Time or Adjunct*
6. *Faculty & Research, Emeritus/Retired*
 - a. Membership requires at least five years of previous membership and evidence of retirement.
7. *Non-Profit Organization Employee*
8. *For-Profit Corporation Employee*
9. *K-12 Educator*
10. *AILA Member*
 - a. Membership is available to those individuals who are members of another AILA member and whose primary identity comes from the AILA affiliate, not AAAL (i.e. not a US citizen or resident).
11. *Resident of Low Income Country*
 - a. Membership is available for those individuals who (1) have residency in, (2) are currently living in, and (3) are a citizen of a qualifying country. All three requirements must be met in order to receive the discounted rate. AAAL uses [World Bank classifications](#) to identify qualifying countries, such that registrants from all “low-income” or “lower-middle-income economies” are eligible for discounted membership dues. The list of countries eligible for this status will be reviewed annually by the Executive Committee at its midyear meeting and the Executive Committee may annually choose to include a country in the list based on other factors.
12. *Student or Post Doc*
 - a. Membership is available for renewal up to one year following graduation.
13. *Unemployed*
 - a. Membership is available to individuals with no primary means of financial support.
14. *Honorary*
 - a. Membership bestowed by the Association on distinguished persons in the field which carries full benefits without dues. This includes winners of both the DSS and DPS awards.

The Executive Committee shall establish and approve the rates for these several categories of membership by a two-thirds majority of those in attendance. Increases in dues in excess of 20% in a single year must be proposed by the Executive Committee and approved by the membership (Bylaws Article IV, Section 3). Rate changes shall be announced at the annual general business meeting. The rates shall be shown plainly on all membership renewal forms.

Standing Rule 4: Strands

1. AAAL strands shall be the following:
 - a. Assessment and evaluation (ASE)
 - b. Bilingual, immersion, heritage, and language minority education (BIH)
 - c. Language cognition and brain research (COG)
 - d. Corpus Linguistics (COR)
 - e. Analysis of discourse and interaction (DIS)
 - f. Educational Linguistics (EDU)
 - g. Language, culture, socialization and pragmatics (LCS)
 - h. Language and ideology (LID)
 - i. Language maintenance and revitalization (LMR)
 - j. Language, planning and policy (LPP/POL)
 - k. Second and foreign language pedagogy (PED)
 - l. Phonology/Phonetics and Oral Communication (POC)
 - m. Reading, writing, and literacy (RWL)
 - n. Research Methodology (REM)
 - o. Second language acquisition, language acquisition, and attrition (SLA)
 - p. Sociolinguistics (SOC)
 - q. Language and technology (TEC)
 - r. Translation, Interpretation and Language Access (TRI)
 - s. Teacher Education, Beliefs, and Identities (TED)
 - t. Text analysis (written discourse) (TXT)
 - u. Vocabulary and Lexical Studies (VOC)
2. Conference Chairs may create one to two ad hoc strands for his/her specific conference.
3. New strands may be created by the Executive Committee based on one of the following:
 - a. A proposal from the general membership via a formal motion signed by a minimum forty members of the Association in good standing. The proposal should define and explain the need for the proposed new strand, and state its relation to existing strands
 - b. The Executive Committee may propose additional strands based on trends regarding number and composition of submissions
4. A proposed new strand (as opposed to an ad hoc strand) must be piloted for at least two successive years. Following this, the Executive Committee shall decide whether the strand shall be implemented on an indefinite basis
5. Strand-relevant data collected via membership join and renew form and conference submission rates shall be reviewed annually for the purpose of determining if strands need revision by eliminating, creating, or dividing into sub-sets.

Standing Rule 5: The Executive Committee

The Executive Committee is authorized under the provisions of the Bylaws, Article II, which also specifies the membership of the Executive Committee.

The Executive Committee seeks ways to enhance the assets of the Association and sets policy concerning membership dues, conference fees, and other potential sources of revenue.

1. The Executive Committee shall be the governing body of the Association, the board of directors of the Association for purposes of the District of Columbia Nonprofit Corporation Act, and shall exercise general supervision over the affairs of the Association. The Executive Committee shall have the authority to take such actions as are deemed necessary for the conduct of the affairs of the Association in accordance with the Bylaws and such Federal, State, and local laws and regulations as may be applicable.
 - a. In cases of financial crisis, the Executive Committee may make business continuity decisions deemed necessary to preserve the viability and longevity of AAAL.
2. The Executive Committee shall meet in the context of each annual conference.
3. The Executive Committee also holds an in-person midyear meeting in the fall of each year.
4. A quorum will consist of six of the following elected members of the Executive Committee: the President, First Vice President, Second Vice President, Immediate Past President, Secretary, Treasurer, and three Members-at-Large.
5. The terms of all elected members of the Executive Committee commence at the general business meeting held during the annual conference.
6. The incumbent President shall preside. In the absence of the President, the presiding order of succession shall be: The First Vice President, the Immediate Past President, the Secretary, and the Treasurer.
7. Any duly elected member of the Executive Committee is expected to attend the scheduled meetings of the Executive Committee. All current and incoming members of the Executive Committee are also expected to attend the Business Meeting.
8. The President may request other individuals to meet with the Executive Committee as needed.
9. The Executive Committee may appoint members of the Association and non-members to serve as non-voting members of the Executive Committee.
 - a. One of the two Co-Chairs of the Graduate Student Council is an Appointed member of the Executive Committee and is invited to all Executive Committee meetings. The Co-Chairs shall determine on a per-year basis which Chair shall be in attendance.
10. The reimbursement of expenses incurred by members at the Executive Committee is regulated by the Standing Rule on *Reimbursable Expenses*.
11. There shall be a liaison to every standing committee, ad hoc committee, and Council, from the Executive Committee.

- a. Liaisons are expected to:
 - i. Report the views of the committee to the Executive Committee, as relevant.
 - ii. Communicate the status of Executive Committee decisions and initiatives as relate to the committee.
 - iii. Provide advice and counsel on the committee's operations.
 - iv. Ensure committees submit required reports to the Executive Committee and membership as noted in the Standing Rule pertaining to the committee.
 - v. Unless otherwise noted below, liaisons are considered full participating members of the committee (note: liaisons are not expected to serve on sub-committees, for those bodies for which a sub-committee structure is permitted).

- b. Liaisons and their status within the committee are as follows:
 - i. Nominating Committee: Immediate Past President (ex officio, non-voting, serving in an advisory capacity only)
 - ii. Resolutions: President (serving as liaison only – not committee participant – in order to preserve the integrity of this committee as means by which members may comment on the governance of the association)
 - iii. FFAL Trustee Board: Treasurer (ex officio, voting)
 - iv. Awards Committees: A Member-at-Large with the following exceptions:
 1. For the Graduate Student Award Committee the Member-at-large is a liaison only and does not participate in committee deliberations or decisions.
 2. Distinguished Scholarship and Service Award Committee: Immediate Past President (ex officio, without vote, serving in an advisory capacity only)
 3. Distinguished Public Service Award Committee: Immediate Past President (ex officio, with vote)
 - v. Public Affairs and Engagement Committee: Immediate Past President (ex officio, with vote)
 - vi. Committee for Online Education and Outreach: Immediate Past President (ex officio, with vote)
 - vii. Committee on Conference Connections: Second Vice President (ex officio, without vote)
 - viii. Graduate Student Council: Graduate Student Council Steering Committee representative to the EC
 - ix. External Representatives: President (liaison only)

- c. All communications with or among the committee (or steering committee, as relevant) should include the designated liaison.

Standing Rule 6: Duties of Members of the Executive Committee

The procedures governing candidacy and election are specified in the Standing Rule pertaining to *Nominations and Elections*.

A. PRESIDENT

1. The President is the chief elected officer of the Association. The President serves one year as Second Vice President, one year as First Vice President, one year as President, and one year as Immediate Past President (as specified in Article VII, Section 3 of the Bylaws). The President develops the agenda for the meetings of the Executive Committee in conjunction with the Business Office and presides at the meetings of the Executive Committee. The President also develops the agenda for, and presides at, the general business meeting of the Association at the annual conference (as specified in the Standing Rule pertaining to *The General Business Meeting*). In the normal course of events at meetings of the Executive Committee and the annual general business meeting, the President votes only to break ties. The President is responsible for conducting these several meetings in accord with normal parliamentary rules (as specified in the Bylaws, Article XIV). Between meetings of the Executive Committee, the President deals with the affairs of the Association in close cooperation with the Secretary, Treasurer, the First Vice President (Conference Chair), and the Immediate Past President. The President is a member of the Budget Committee.
2. The President disseminates official copies of resolutions approved by the membership to any parties concerned and as outlined in the Standing Rule pertaining to Resolutions.
3. The President shall notify and congratulate the winners of AAAL awards.
4. Serve as liaison to:
 - i. The Resolutions Committee.
 - ii. Representatives on external Boards/associations/initiatives (e.g. ARAL Editorial Directors).

B. FIRST VICE PRESIDENT

The First Vice President serves simultaneously as the Conference Chair and is primarily responsible for the organization of the annual conference. The First Vice President succeeds to the First Vice Presidency after serving one year as Second Vice President. The First Vice President serves one year as First Vice President, then succeeds to the Presidency in which s/he serves one year, and finally succeeds to the post of Immediate Past President, in which s/he serves one year (as specified in the Bylaws, Article VII, Section 4). The First Vice President is a member of the Budget Committee.

The First Vice President is charged, in Article VII, Section 4 of the Bylaws, to serve as Conference Chair with final responsibility for the program of the annual conference. This charge includes:

1. Financial/budget: Reviewing sponsorship possibilities, ongoing review of budget with Business Office;

2. Marketing: Placing the conference Call for proposals in the newsletter and publicizing it in other listservs, email distribution lists, and journals;
3. Sponsors/exhibitors/advertisers: overseeing identification and solicitation of conference sponsors, exhibitors, and advertisers; finalizing sponsorship options and sending letters to publishers and sponsors, as needed;
4. Content: Responsible for creating the intellectual program (e.g. plenary speakers; conference theme, if applicable; session format; oversight of submission and review process; etc. Refer to task list for additional detail);
5. Conference Program: creating the conference program.

Further specification of the conference-related duties of the First Vice President is given in the Standing Rule related to the annual conference.

C. SECOND VICE PRESIDENT

The Second Vice President serves simultaneously as the Associate Conference Chair. (S)he serves one year as Second Vice President, then succeeds to the office of First Vice President (Bylaws Article VII, Section 5). The Second Vice President is a member of the Budget Committee. The Second Vice President is responsible for:

1. Duties related to the simultaneous service as Associate Conference Chair, which can be found in the Standing Rule related to the annual conference.
 - a. Serve as *ex officio*, nonvoting member of the Conference Connections committee.
2. Developing a budget for the annual conference to be held during the year when he/she is First Vice President. The conference budget should be developed in consultation with the Treasurer and the Business Office, must be approved by the Budget Committee, and must be presented to the Executive Committee at the Executive Committee meeting held twelve months before the date the conference is to be held.
3. Prior to the business meeting at the annual conference, the Second Vice-President shall appoint the chair of each committee (except as otherwise noted herein) and, in consultation with that chair, shall appoint the remaining members so that these chairs and members may assume their positions at the conclusion of the annual business meeting (Bylaws Article IX, Section 6).
4. Preparing a preliminary overview of the conference program (including plenary speakers, invited colloquia organizers and any revisions to session format) for presentation to the Executive Committee at the midyear meeting eighteen months before the conference is to be held.
5. Preparing a Call for Papers in consultation with the Business Office for distribution at the prior year's annual conference.
6. Recruiting a conference planning team at least one year before his/her conference.
7. May recruit one Local Coordinator one year before his/her conference
8. Inviting plenary speakers and organizers of invited colloquia before the prior year's annual conference.
9. Approving requests for posting of calls for proposals, grants, conferences, etc. to the AAAL web site.

D. IMMEDIATE PAST PRESIDENT

1. The Immediate Past President shall serve as a member of the Executive Committee for one year and shall perform such functions as the President may direct (Bylaws Article VII, Section 6).
2. Serve as liaison to:
 - a. The Immediate Past President shall serve as an *ex officio*, nonvoting member of the Nominating Committee. Immediate Past President shall be responsible for evaluating and overseeing changes to the Nominating Committee Procedure Manual and serving as a liaison to the Executive Committee.
 - b. The Immediate Past President shall serve as an *ex officio*, nonvoting member of Distinguished Scholarship and Service Award Committee.
 - c. The Immediate Past President shall serve as an *ex officio* member with vote of the Distinguished Public Service Award, the Public Affairs and Engagement Committee, and the Committee for Online Education and Outreach.
3. S/he shall work with the Treasurer and the Business Office to select a suitable hotel for the conference site that is being negotiated at the time.
4. S/he shall facilitate a newcomers' session prior to and at the annual conference.

E. SECRETARY

The Secretary is elected by the membership at large in each fourth year (as specified in the Bylaws, Article VII, Section 7). S/he serves for a term of four years after which s/he may be re-nominated by the Nominating Committee and stand for reelection and may succeed him/herself for no more than one additional term. As Secretary, s/he serves as the internal communications officer, providing the primary conduit of information between the Executive Committee and the membership. S/he shall perform the functions typically adhering to the office and shall administer the affairs of the Association under the direction of the Executive Committee:

1. The Secretary coordinates and oversees elections in conjunction with the Nominating Committee and the Business Office and is responsible for publicizing election results in the Association's newsletter and notifying all candidates of the outcome of the election.
2. The Secretary is responsible for assuring that current records of the Association are kept and that archival documents are properly maintained. S/he serves as the Association's historian.
3. The Secretary is responsible for overseeing all changes to the Bylaws and Standing Rules.
4. The Secretary is responsible for providing drafts of the minutes from meetings of the Executive Committee within approximately four weeks to the appropriate persons for corrections, in anticipation of submitting minutes at successive meetings of the Executive Committee for final approval.
5. The Secretary is responsible for overseeing preparations for general Business Meetings.
6. The Secretary serves as Parliamentarian for meetings of the Executive Committee and general Business Meetings.

7. The Secretary supervises the Editor of the AAALetter.
8. The Secretary oversees the awards program.
9. The Secretary is the representative to AILA, and may, at the request of the President, represent the Association to groups affiliated with AILA. In the event that the Secretary is asked to represent the Association, the Association shall underwrite such portion of the relevant expenses as cannot be underwritten in some other manner. The Association does not otherwise remunerate the Secretary; with the exception that the Association shall reimburse such operating expenses as may be incurred in the performance of the duties of the Secretary. The Secretary shall report on the status of AILA and its activities at to the Executive Committee at the midyear meeting, at minimum.
10. The Secretary oversees diversity, equity, and inclusion efforts for AAAL, ensuring that a diversity, equity, and inclusion segment will be a compulsory item on every in-person EC meeting agenda and included in each issue of the newsletter, and monitors to ensure that diversity, equity, and inclusion are implemented in all aspects of AAAL activities.

F. TREASURER

The Treasurer is elected by the membership at large in each fourth year (as specified in the Bylaws, Article VII, Section 7). S/he serves for a term of four years after which s/he may be re-nominated by the Nominating Committee and stand for reelection and may succeed him/herself for no more than one additional term. As Treasurer, s/he shall perform the functions typically adhering to the office and shall administer the affairs of the Association under the direction of the Executive Committee:

1. The Treasurer, with the formal concurrence of the Executive Committee, contracts with one or more non-member individuals or organizations for the operation of a Business Office. S/he also bears responsibility as an intermediary between the Executive Committee and the Business Office.
2. The Treasurer maintains regular contact with and supervision of the Business Office.
3. The Treasurer monitors all requests for payment received by the Business Office from outside sources.
4. The Treasurer oversees the cash flow, investments, and overall financial status of the Association, and gives approval to monthly expense statements prepared by the Business Office. S/he provides guidance to the Business Office in the preparation of semi-annual and annual fiscal statements. S/he reviews fiscal statements with the Business Office prior to Budget Committee meetings. S/he arranges for an audit/review of the Association's finances in an alternating two-year cycle. Annual statements of income and expenditure are included in the Treasurer's report to the Executive Committee and to the members at the annual conference, along with an assessment of the Association's financial situation. In all financial duties, s/he is to be assisted by the Business Office as needed.
5. The Treasurer is, by virtue of the office, a member of the Budget Committee and presides over meetings of the Budget Committee. S/he is responsible for developing the annual budget for the Association, and for working with the Second Vice President and the Business Office in developing a budget for the annual conference.

6. The Treasurer seeks ways to enhance the assets of the Association and makes recommendations concerning membership dues, conference fees, and other potential sources of revenue.
7. The Treasurer shall serve as an *ex-officio* voting member of the FFAL Trustees.
8. S/he shall work with the Immediate Past President and the Business Office to select a suitable hotel for the conference site that is being negotiated at the time.

G. MEMBERS-AT-LARGE

Members-at-Large are elected by the membership as needed to fill the three seats on the Executive Committee (as specified in the Bylaws, Article VII, Section 8). Each Member-at-Large serves for a term of three years and may not serve for more than one consecutive term. Members may stand for election again after a lapse of three years.

Members-at-Large represent the perspective of members at Executive Committee meetings. Members-at-Large are asked by the President to take on special duties/projects during their term, including but not limited to participating in Standing Committees, chairing an ad hoc committee, overseeing a AAAL initiative, or serving as the AAAL liaison with relevant external associations/institutions.

Members-at-Large serve as members of the Book/First Book Award, Dissertation Award, and Research Article Award committees and as liaison to the Graduate Student Award Committee.

Standing Rule 7: Committees of the Association

A. CURRENT STANDING COMMITTEES

Standing Committees in place as of the revision date of these Standing Rules are:

The Nominating Committee

The Budget Committee

The Resolutions Committee

The FFAL Board of Trustees

The Awards Committees

The Distinguished Scholarship and Service Award Committee

The Graduate Student Award Committee

Book/ First Book Award Committee

Dissertation Award Committee

Research Article Award Committee

Distinguished Public Service Award Committee

The Public Affairs and Engagement Committee

The Committee for Online Education and Outreach

The Conference Connections Committee

B. CREATION AND TERMINATION OF COMMITTEES (Bylaws Article IX)

Standing Committees may be created or eliminated by a majority vote of the Executive Committee. A standing committee may be eliminated if it has fulfilled the function for which it was established or if the function is no longer considered essential to the needs of the Association. The exception to this is the Nominating Committee whose status as a standing committee, with elected members, is established by the Bylaws of the Association; it may not be eliminated without a vote of the membership to amend the Bylaws.

Ad hoc committees are established by the President and have a mandate of one year from the date of their creation. The President, upon recommendation of the Executive Committee, may renew a committee for a further year. Committees that have been retained in place for five years shall be considered essential to the life of the Association and shall be re-designated standing committees of the Association upon majority vote of the Executive Committee. If no majority vote is attained, the ad hoc committee ceases to exist.

C. MEMBERSHIP

Members of AAAL committees and councils must be members in good standing of AAAL in order to serve. Failure to maintain membership will result in removal from the position. Task forces may be comprised of both members and non-members in order to fulfill the task force's objective.

Standing Rule 8: Nominations and Elections

1. The Nominating Committee
 - a. The incoming Chair of the Nominating Committee shall be appointed by the President prior to the Business Meeting held at the annual conference from among the four elected members of the preceding year's Nominating Committee (Bylaws Article VIII, Section 1, Paragraph 4).
 - i. The President shall formally announce the appointment of the incoming Chair at the Executive Committee meeting preceding the annual conference.
 - ii. S/he shall take office at the conclusion of the general business meeting
 - b. Committee Membership and Terms of Service
 - i. In addition to the Chair, there are four elected members of the Nominating Committee.
 - ii. The term of office of members of the Nominating Committee shall begin when the election results are announced by the Secretary (normally mid-July) and shall last until the results of the next election are announced by the Secretary.
 - iii. The Immediate Past President is an *ex officio*, nonvoting member of the Nominating Committee serving in an advisory capacity, which includes providing historical continuity and information about the roles and duties of the positions.
 - c. Vacancy
 - i. In the event that any member of the Nominating Committee becomes unable to serve during the year, the President shall immediately appoint a replacement to complete the term from among the four candidates on the ballot who were not elected in order of votes received.
 - ii. In the event that the Chair of the Nominating Committee becomes unable to serve, the President shall appoint a Chair from among the remaining elected members. The vacancy created by this process shall be filled as specified in the paragraph immediately above. The Chair so appointed remains eligible to be appointed Chair in the ensuing year.
2. Nominations
 - b. The Nominating Committee shall follow the procedures outlined in the Nominating Committee Manual.
 - c. The Nominating Committee shall prepare a slate consisting of:
 - i. One nominee each for the positions of Second Vice President, Member-at-Large, and FFAL Trustee;
 - ii. Eight nominees for the Nominating Committee;

- iii. As needed, two nominees per open position on the Dissertation Award Committee; Book/Best First Book Award Committee; Research Article Award Committee; and Distinguished Public Service Award Committee
- iv. As needed, one nominee for Secretary or Treasurer.
 - i. Members shall only appear on the slate for one position.
- b. All members of AAAL regardless of country of residence are eligible to stand for election, with a few exceptions listed below. All candidates for office must be members of AAAL. The Nominating Committee should complete its work with consideration of diversity, equity, and inclusion. All committee members should read and be familiar with AAAL's Resolution Affirming Commitment to Promoting Diversity (March 2013).
 - i. It is expected that the candidates for Second Vice President will have prior leadership experience in the Association such as Committee Chair or Executive Committee member. It is also expected that the candidates will have a record of other leadership, including but not limited to academic administration, organization of conferences and events and/or work with non-profit organizations.
 - ii. It is expected that candidates for Secretary have prior leadership experience in the Association, and record keeping and/or communications experience.
 - iii. It is expected that candidates for Treasurer have prior leadership experience in the Association, and experience of financial administration, and/or investment oversight.
 - iv. It is expected that all candidates for the Nominating Committee will have a broad understanding of the field and its constituencies, have some prior service to the Association, and be representative of AAAL membership both in demographic (i.e., geographical location, home institution) and professional terms (i.e., area(s) of specialization and expertise).
 - v. It is expected that candidates for Member-at-Large have a record of service to the Association. It is preferable that candidates have some prior leadership experience in the Association such as Committee Chair, Strand Coordinator, Task Force Leader.
 - vi. It is expected that candidates for award committees possess expertise relevant for the committee in question.
 - vii. Members currently serving in elected positions at the time of nomination are eligible to stand for election if their current term will come to an end prior to their assuming the newly elected office. Exceptions include:
 - 1. No member of the Nominating Committee is eligible to stand for election to any office.
 - 2. Secretary and Treasurer may succeed himself/herself in the same role for no more than one additional term.
 - 3. Members-at-Large may not succeed themselves in as Member-at-Large but may stand for election as Member-at-Large again after a lapse of three years.

- c. The Chair of the Nominating Committee shall submit a report including the full slate of candidates and the Committee's rationale for each nomination to the Executive Committee at least one month before its meeting prior to the annual conference. The Nominating Committee shall include a list of any revisions to the manual.
 - d. Following receipt of the full slate of candidates, the President shall issue an official welcome and confirmation of appearance on the slate to all candidates. This welcome shall also communicate the expectation that candidates attend the general business meeting to be introduced there.
 - e. The President shall announce the full membership of the Nominating Committee at the general business meeting, and the retiring Chair of the Nominating Committee shall be given time in the agenda to report the slate to the membership (AAAL Bylaws Article VIII, Section 1, Paragraph 5). If the retiring Chair shall not be in attendance, s/he must identify a member of the Nominating Committee to report in his/her stead.
3. Elections
- a. The Chair of the Nominating Committee shall present the slate of candidates to the Executive Committee prior to the EC meeting preceding the annual conference.
 - b. The ballot shall be distributed to members by June 1.
 - c. Electronic voting shall be open through July 1. Ballots shall be counted by the Business Office and reported under the supervision of the Secretary.
 - d. In the event of a tie, the highest ranked individual as indicated in the Nominating Committee's Final Ranked List shall be determined to have been elected.
 - e. The Secretary shall inform the Chair of the Nominating Committee and the Executive Committee of the results of the election by July 15.
 - f. The Secretary shall notify in writing those elected and those not elected.
 - g. Election results shall be reported to the membership via the association's web site and through its Newsletter.
4. Vacancies
- h. In the event of the incapacity or resignation of the President, First Vice President, Second Vice President, Secretary or Treasurer (Bylaws Article VII, section 9)
 - i. The Nominating Committee will make a recommendation of a replacement to the Executive Committee within 30 days of notification of the vacancy by the Executive Committee
 - 1. the Nominating Committee shall generate a ranked shortlist following procedures outlined in the Nominating Committee Manual
 - 2. the Chair shall contact individuals to determine willingness to be considered
 - 3. the Chair shall submit the name of the top-ranked individual willing to be considered to the Executive Committee for approval

- ii. The Executive Committee will vote within ten days of receipt of recommendation on whether or not to ratify that recommendation or seek additional nominees
- i. In the event of the incapacity or resignation of the Immediate Past President, the procedure outlined in Bylaws Article VII section 9 shall be utilized, with the immediately preceding Past President assuming those duties for the remainder of the unexpired term. If the immediately preceding Past President is unwilling or unable to serve, it shall go to the preceding Past President(s) until one is willing and able to serve.
- j. In the event of the incapacity or resignation of a Member-at-Large the procedure outlined in Bylaws Article VII section 9 shall be utilized to fill the unexpired term.
 - i. The President shall submit a recommended hierarchically ranked list of no fewer than three and no more than five nominees to the Executive Committee within 30 days.
 - ii. Within ten days of receipt of recommendation the Executive Committee will vote to either ratify the recommendation through an up or down vote of the whole ranked slate, as presented, or seek additional nominees. Executive Committee authority with respect to seeking additional nominees shall be to eliminate one or more nominees from consideration, with the President revising the hierarchically ranked list accordingly. The revised hierarchically ranked list will be re-submitted to the Executive Committee within ten days of initial vote, with the procedures being repeated until a final ranked slate is ratified by the Executive Committee.
 - iii. Upon approval of the Executive Committee, the President shall contact nominees in ranked order until a nominee is willing and able to serve.
 - iv. Should these procedures not yield a willing nominee, the procedures will be repeated until a willing nominee is identified.
- k. In the event of the incapacity or resignation of:
 - i. a committee chair, the committee shall self-select a chair from among the remaining committee members.
 - ii. a appointed committee member, the President shall appoint a replacement in consultation with the chair to complete the unexpired term.
 - iii. an elected committee member, the President shall appoint the next ranked person in the most recent election for the position to complete the unexpired term, whenever possible.

Standing Rule 9: The Budget Committee

A. PURPOSE

To review the current financial situation, review biennial audits/reviews, approve annual budgets of the Association and of the annual conference, and recommend action as appropriate to the President and the Executive Committee. The Budget Committee recommends annual dues and conference fees to the Executive Committee.

B. MEMBERSHIP

The President, First Vice President, Second Vice President, Treasurer, and Immediate Past President. The Director of the Business Office shall serve as an ex-officio member without vote. The Treasurer shall act as chair.

C. MEETINGS

The Budget Committee meets before the full Executive Committee meeting preceding the annual conference and preceding the midyear Executive Committee meeting. A quorum shall consist of four of the six members.

Standing Rule 10: The Resolutions Committee

A. PURPOSE

1. The resolution process is an important means by which AAAL members can make their voices heard on issues internal to AAAL's governance and operations. The Resolutions Committee is charged with the responsibility for processing all resolutions proposed by the membership before they are acted upon by the general business meeting of AAAL, including those calling for amendment to the Bylaws as outlined in Article XII: Amendments. The Resolutions Committee may also originate courtesy resolutions.

B. COMMITTEE

- a. The Resolutions Committee shall be appointed prior to the business meeting at the annual conference in accordance with the procedures to appoint all Committees (Bylaws, Article IX). The term of service for the Committee shall begin at the business meeting at the annual conference.
 1. Members shall be appointed for a term of one year. They may be re-appointed for an additional term.
 2. The Chair shall serve for a term of one year and may be re-appointed for an additional term.
 3. The incoming Chair shall be appointed from the current year's committee members.
- b. Meetings may be convened by the Chair as needed. The Resolutions Committee normally conducts its business by conference call, e-mail, or other electronic means. The Resolutions Committee may convene any and all meetings by electronic means.
- c. The President serves as liaison between the Committee and the Executive Committee.

C. CALL FOR RESOLUTIONS

- a. This Standing Rule on Resolutions shall be posted, along with the AAAL Bylaws, on the AAAL website.
- b. The Chair of the Resolutions Committee shall prepare, for publication in the AAAL Newsletter, and/or for email to all members, a notice of the procedures for submitting resolutions, together with the name and email address of the Chair, to whom resolutions should be sent. This notice shall be given to the Business Office by the President to be circulated to the membership in the September and December newsletters and shall include a clear deadline for submission of proposed resolutions.

D. TYPES OF RESOLUTIONS

1. Resolutions shall be of two types—courtesy and content.
 - a. Courtesy resolutions are non-controversial resolutions. They may be in the nature of congratulations or thanks, or commenting on or affirming support for an internal governance or operational matter.
 - b. Content resolutions allow for formal comment by the membership on issues internal to AAAL governance or operations. The issues articulated in resolutions

must be discussed by the Executive Committee at its first meeting following membership approval, and may necessitate a change to the Bylaws, Standing Rules or procedures.

E. PROCEDURES

1. All resolutions shall be written in standard resolution format, as recommended in *Robert's Rules of Order, Newly Revised*, and shall begin: "Be it resolved by the general business meeting of AAAL that--"
2. Origination
 - a. Courtesy resolutions may be submitted by the general membership or may be prepared by the Resolutions Committee.
 - b. Content resolutions originate from the general membership. A resolution bearing the signatures of at least ten members of AAAL must be received by the Chair of the Resolutions Committee by January 2. The names of the ten members shall be included in presentation of the resolution to the Resolutions Committee, Executive Committee (if applicable), and general membership. If a resolution is approved by the membership, the names shall be removed for dissemination as outlined below.
 - c. Resolution(s) may not be proposed from the floor of the general business meeting.
3. Each resolution received shall be circulated immediately upon receipt by the Chair of the Resolutions Committee to the other members of the Committee and the President and Secretary of AAAL.
 - a. Committee authority with respect to courtesy resolutions shall be:
 - i. Courtesy resolutions are subject to the approval of the Resolutions Committee.
 - ii. The decision of the Committee shall be final.
 - b. Committee authority with respect to content resolutions shall be:
 - i. To render preliminary judgment as to whether the resolution is germane to the mission, objectives, Bylaws, Standing Rules and strategic direction of AAAL.
 - ii. Should the Resolutions Committee believe that a given resolution is in conflict with the mission, objectives, Bylaws, Standing Rules or strategic direction of AAAL, this view shall be reported by the Chair of the Committee to the President and Secretary of AAAL. The Secretary will then submit the resolution and stated view to the Executive Committee, which shall render final judgment in the matter.
 1. A resolution ruled, for any reason, inadmissible by the Executive Committee, shall not be submitted to the general membership for deliberation or vote. This ruling shall be reported to the originators of the resolution and the Resolutions Committee by the Secretary of AAAL.
 2. A resolution ruled germane by the Executive Committee shall be reverted to the Resolutions Committee.

- iii. The Resolutions Committee will take one of the following actions upon determination that the content resolution is germane:
 1. Approve the resolution, as written.
 2. Revert the resolution to the originating parties, with suggestions for revision. These may be substantive changes or editorial changes in the interest of clarity and style. Submitters have one week to submit a revised version, withdraw the resolution, and/or remove the name(s) of submitters no longer in support of the resolution.
 3. Reject the resolution. In such an instance, the Resolutions Committee must provide rationale to the submitters of the resolution and the Executive Committee.
4. Resolutions approved by the Resolutions Committee will be immediately submitted to the President and Secretary of AAAL for circulation to the Executive Committee, for information purposes.
5. Member comment period and voting
 - a. Courtesy resolutions shall be presented as outlined in the “Dissemination” section below, with no membership comment period or approval needed.
 - b. Content resolutions approved by the Resolutions Committee will be proposed to the AAAL membership and are subject to membership commentary and approval.
 - i. At least six weeks before the annual conference, proposed resolutions will be posted to the AAAL web site in a members-only area, with invitation for comment by AAAL members. An email inviting comment will be distributed to all AAAL members in good standing. The deadline for member comment shall be three weeks prior to the first full day of the annual conference.
 - ii. The Resolutions Committee will review the member commentary and take one of the following actions:
 1. Submit the resolution to the membership for presentation at the business meeting, as written.
 2. Amend the resolution, based on member commentary, and return the amended resolution to its submitters. Submitters will have an opportunity to provide additional comments to the Resolutions Committee and/or withdraw his/her name as submitter but may not further revise the proposed resolution.
 3. Revert the resolution to the originating parties, with suggestion(s) for revision based on member commentary. In this instance, the revised resolution shall be resubmitted to the Resolutions Committee for approval, with no further commentary period prior to presentation at the annual business meeting.
 - iii. All content resolutions shall be reported and discussed at the annual business meeting.

1. Content resolutions shall be considered singly and shall be available in written form at the beginning of the general business meeting in sufficient number for all members attending.
 2. The Chair of the Resolutions Committee, or a specified designated committee member in the absence of the Chair, shall present each resolution in turn. It shall be the duty of the presenter to report the gist of whatever discussions have occurred with respect to each resolution.
 3. The presiding officer of the general business meeting shall rule whether a proposed change, if any, is substantive.
 - a. Non-substantive changes are not permissible.
 - b. Any substantive change proposed from the floor of the general business meeting shall result in the proposed resolution being sent back to the Resolutions Committee for consideration. The Resolutions Committee shall take substantive changes under advisement and shall have final authority with respect to revision of the resolution. Final proposed resolutions shall then be submitted to the membership for vote by ballot without meeting. The names of the original submitters shall not be included with the submission of the resolution for vote.
 - iv. Proposed resolutions will be voted on by the membership via ballot without meeting following the same distribution timeline and deadline as the annual election (Bylaws Article VI, §2). A resolution shall be considered approved if it receives a simple majority of the votes cast.
6. Dissemination
- a. Courtesy resolutions
 - i. Courtesy resolutions shall be presented orally at the general business meeting.
 - ii. The President shall convey official copies of the courtesy resolutions to the recipients and, as appropriate, to any other parties concerned.
 - iii. Courtesy resolutions shall be published in the first available issue of the AAALetter following approval.
 - iv. Courtesy resolutions shall be published on a publicly accessible page on the AAAL web site.
 - b. Content resolutions
 - i. The names of the original submitters shall not be disseminated with approved resolutions.
 - ii. Content resolutions will be posted to a members-only area of the AAAL web site.
 - iii. At its next meeting the Executive Committee shall determine the appropriate disposition of each content resolution that has passed.

- iv. In the first available issue of the AAALetter following the Executive Committee meeting, the President shall inform the general membership of AAAL of all adopted resolutions together with a report of any Executive Committee action on each.

Standing Rule 11: The FFAL Endowment Board of Trustees

A. PURPOSE

1. The Fund for the Future of Applied Linguistics (FFAL) was established in 2000 as an endowment fund for the purpose of funding Graduate Student Awards to attend the annual conference. The association has a fiscal obligation to provide special oversight of the endowment's investments and income. The FFAL Endowment Board of Trustees is charged with:
 - a. responsibility for overseeing the investment of endowment funds,
 - b. leading fund raising on behalf of FFAL,
 - c. making annual recommendations for GSA expenditure levels based on endowment yield and donations, and
 - d. generating additional ideas for the use and purpose of FFAL.
2. This Standing Rule regulates Board of Trustees membership and outlines the procedures through which the trustees will communicate their recommendations to the Executive Committee.

B. MEMBERSHIP

1. The FFAL Endowment Board of Trustees shall consist of three members elected for staggered terms of three years each. The Treasurer serves as an additional voting, ex officio member of the Board. The Graduate Student Council Co-Chair serving as the Executive Committee Representative and the Graduate Student Council Secretary shall serve as additional non-voting, ex officio members of the Board.
2. The FFAL Trustees will be organized according to the following:
 - a. First Year FFAL Trustee: Associate Chair
 - b. Year Two FFAL Trustee: Chair, ensuring that the FFAL SR carries out all established goals for FFAL operations
 - c. Year Three FFAL Trustee: Past Chair
 - d. The newly elected FFAL Trustee shall be included as an ex-officio, non-voting participant, as available
3. One incoming trustee will be nominated by the Nominating Committee yearly and voted upon by the membership. Trustees should ideally have experience with budgeting, investments or fundraising. Their term shall begin at the conclusion of the general business meeting. Trustees completing their term of office may be re-nominated for no more than one subsequent three-year term.

C. PROCEDURES

1. The Board of Trustees monitors the status of investments, donations, and economic trends that may affect future endowment yield.
2. FFAL donations will be transferred from the AAAL operational fund to FFAL on a quarterly basis.
3. Reports submitted by October 1 each year include a recommendation for the dollar amount of awards that may be given in the coming year based on endowment yield.
 - a. The endowment disbursement will be taken only from the interest and dividends generated in the prior calendar year.

- b. In any year with a U.S. recession and/or weak FFAL dividend earnings, the Executive Committee will decide whether or not to use funds from the AAAL general fund to provide the funds needed to make all of the planned graduate student awards for that year.
4. Each year, as of December 31st, the AAAL Budget Committee will establish a new total for the FFAL endowment (for each of the Wilga Rivers fund, and the General fund). Each year, interest and dividends earned from the endowment, as of each December 31st, shall be used to fund FFAL supported activities.
 - a. If a financial crisis is extreme, the FFAL Trustees may recommend that awards from the FFAL endowment be suspended for a given year. This decision would be reviewed by the Trustees each following year until the financial crisis is considered passed
 - b. Funds for the awards will never be made from the principal of the endowment. If dividend and interest earnings for a given year exceed expenses, that additional money shall be added to the endowment
5. The Board's actions and recommendations are reviewed and ratified by a vote of the Executive Committee.

D. MEETINGS AND CONDUCTING OF BUSINESS

1. The Trustees normally hold a meeting at the annual conference. They conduct most business during the year by email, skype, and conference call. At least one call will be held each year with AAAL staff and/or Investment Manager to review FFAL financial performance.
2. All decisions must be in the form of a motion documented in Trustee meeting minutes.
3. The FFAL Chair or his/her designee shall be responsible for taking the minutes and ensuring approval at the subsequent meeting.
4. The Chair of the Board of Trustees will be provided by the Business Office with quarterly investment statements.

Standing Rule 12: The Awards Committees

A. GENERAL AWARD COMMITTEE POLICIES

- a. Unless otherwise specified, the Chairs and appointed members are appointed by the Second Vice President prior to the general business meeting at the annual conference.
- b. The Business Office will distribute the Conflict of Interest policy to award committee chairs and members annually, following submission of nominations. Chairs will include in reports to the Executive Committee whether any conflicts of interest were raised and how they were attended to by the committee.
- c. At the discretion of the award committee, the award may or may not be presented during a given year. A reason not to make an award would be an insufficient number of nominations, or no nomination that meets the excellence expected.
- d. The President of AAAL shall notify and congratulate award recipients and shall notify nominating parties.
- e. The Chair of each award committee shall notify finalists and/or those not selected. This excepts the Distinguished Scholarship and Service and Distinguished Public Service Awards. Nominees who are not selected for these awards shall not be notified of such due to the confidential nature of nominations.
- f. All award winners will be announced:
 - i. immediately upon notification on the web site and
 - ii. in the AAALetter immediately preceding the Annual Conference.

B. THE DISTINGUISHED SCHOLARSHIP AND SERVICE AWARD COMMITTEE

1. Purpose

- a. The Distinguished Scholarship and Service (DSS) Award committee is responsible for identifying recipients of the DSS award, which is normally given at the annual conference. The purpose of the Distinguished Scholarship and Service Award is to recognize and honor a distinguished scholar for her/his scholarship and her/his service to the profession in general and to the American Association for Applied Linguistics in particular.

2. Membership

- a. The Distinguished Scholarship and Service committee has three regular members, including at least one senior scholar.
- b. The chair of the committee is appointed from among the previous year's membership. The chair is normally a committee member who has served on the committee for at least one preceding year.
- c. Regular members are appointed by in consultation with the incoming chair prior to the general business meeting at the annual conference and serve a term of one year.
- d. The previous year's winner of the DSS award serve as an ex officio member, without vote

- e. The Immediate Past President of AAAL serves as an ex officio members, without vote.
3. The Award
 - a. The recipient of the Distinguished Scholarship and Service award must be a current member in order to receive the award. The recipient then receives lifetime honorary membership in AAAL, lifetime waiver of AAAL conference registration, and an engraved award. The award is presented to the recipient at the annual conference by the President of AAAL or by a person designated by the President.
 4. Responsibilities of the Chair of the Distinguished Scholarship and Service Award Committee
 - a. Compose an announcement seeking nominations for the award for the Business Office to email to AAAL members in early April with a June 1 nomination deadline.
 - b. Supervise review of submissions by the committee.
 - c. Moderate and complete the review process and notify the AAAL President of who the recipient is by September 30.
 - d. Work with the Business Office to ensure the award is ordered.
 - e. Submit a written report in time for the annual midyear Executive Committee meeting.
 5. Procedures for Nomination and Selection of the Distinguished Scholarship and Service Award Recipient
 - a. Any member of AAAL may nominate a person for this award. Current members of the Distinguished Scholarship and Service Award Committee and the Executive Committee are not eligible to submit a nomination for this award.
 - b. Current voting members of the AAAL Executive Committee or members of the Distinguished Scholarship and Service Award committee are not eligible for this award. Individuals who were nominated but not selected for the award in earlier years must be re-nominated with a current statement of nomination and CV to be considered for the current award.
 - c. Nominations are considered confidential.
 - d. A statement of nomination (maximum length of two single-spaced pages, authored one or a maximum of two individuals) and a current CV of the nominee must be sent to the Committee Chair by the posted/announced submission deadline. The contents of the nomination letter should state specific contributions of the nominee in the areas both of scholarship and service to AAAL. Due to the stipulated need for confidentiality of nominations, only these nomination materials will be accepted.
 - e. The nominations are reviewed by the members of the committee. Award decisions are made by September 30.
 - f. The President of AAAL shall notify and congratulate the recipient, shall invite the recipient to present a one-hour talk at the next conference, and shall notify the nominating parties.

- g. Nominees who are not selected for the award shall not be notified of such, due to the confidential nature of nominations.

C. THE GRADUATE STUDENT AWARD COMMITTEE

1. Purpose

- a. The purpose of the Graduate Student Award Committee is to support attendance by student members of AAAL of the annual conference.

2. Membership

- a. The committee is made up of five members, including the chair.
- b. The chair is appointed prior to the general business meeting at the annual conference and is normally a committee member who has served for at least one preceding year.
- c. The other members are appointed in consultation with the incoming chair in advance of the general business meeting at the annual conference and serve a term of one year. Graduate students may not serve on this committee unless they are a previous recipient of the award. It is encouraged for members to be prior Graduate Student Award recipients, and required that at least one member be a prior winner.
- d. In addition, one Member-at-Large serves as liaison between the committee and the Executive Committee.

3. Awards

- a. The maximum dollar amount of the financial awards available for Graduate Student Awards will be recommended to the Executive Committee by the FFAL Board of Trustees by October 1st annually.
- b. At least three named Graduate Student Awards will be given annually: The Multilingual Matters Award, the ETS Award, and the Wilga Rivers Memorial Award.
- c. The Graduate Student Awards Committee will allocate funds to winners on a need-based system with some, but not necessarily all, winners receiving a monetary award. Students residing within 50 miles of the conference host hotel at the time of the conference will be ineligible to receive a monetary award but will be given a monetary award equivalent to the student early registration amount.
- d. The awards are presented to the students at the annual conference by the chair of the Graduate Student Award Committee at a plenary determined by the Conference Chair.
- e. Note: Inability to attend the conference will result in forfeiture of the monetary award, however the individual will still be recognized as an award recipient.

4. Responsibilities of the Chair of the Graduate Student Award Committee

- a. Moderate and complete the review process at least two months prior to the conference (Conference proposal acceptances are sent in October/November.) including:
 - i. Assign reviewers to applicants, ensuring avoidance of any conflicts of interest.

- ii. Serve as third application reviewer if needed.
 - iii. Certify results.
 - iv. Determine which recipients receive which named award.
 - v. Facilitate committee determination of the allocation of funds to award winners.
 - b. Present the awards to the students at the annual conference at a plenary session determined by the First Vice President/Conference Chair.
 - c. Submit a written report in time for the Executive Committee meeting held before the conference.
- 5. Procedures for Nomination and Selection of Graduate Student Award Recipients
 - a. Eligibility Requirements
 - i. Applicants must be student members of AAAL at the time of application and enrolled in a university Master's or Ph.D. program in applied linguistics or a related field.
 - ii. Eligibility to apply is based on the quality of an accepted proposal for a poster or paper. Only single authored individual submissions or sole student authors on colloquium papers are eligible for consideration.
 - iii. Previous award recipients are not eligible to submit.
 - iv. If recipients are unable to attend the conference, they will not receive the award.
 - b. Graduate students who are eligible to apply will be notified by early November and may submit their application once they have confirmed their intention to attend the conference.
 - c. The primary consideration in granting the award is the academic merit of the student's proposal submitted to the conference. Upon completion of the strand review process, the Conference Chair will identify and supply to the Business Office the 20 top-scoring student proposals (of which at least three must be the top proposals from master's students). The Business Office will add clarifying information about student status and will notify the Graduate Student Awards Committee Chair who will issue email letters inviting eligible students to a) send an online application and b) arrange for their academic advisor to send a letter of recommendation. Letters of invitation are sent out by early November. Students will be given approximately one month to submit application materials, with the specific deadline included in the Committee Chair's invitation to apply.
 - d. The online application will include:
 - i. Name; Institutional Affiliation; Masters, PhD or EdD
 - ii. Abstract of candidate's accepted paper
 - 1. This information will be made available to committee members by the conference chair.
 - iii. Biographical statement and Cover Letter: 250 word maximum
 - 1. Provide a statement regarding your degree program, your stage of graduate studies, including projected graduation date, and

indicate involvement in teaching and research. In narrative form, describe your major research focus, including its interest to you and its relevance to the field. Provide information about contributions to the field of applied linguistics (if applicable) and your plans as a researcher or educator upon finishing the program. Do not list publications (they are part of your resume).

- iv. Resume (publications, conference presentations/attendance): 1 page maximum
 - v. Recommendations: 150 word maximum each
 1. It is the student's responsibility to arrange for his/her professor to submit a letter of recommendation by the application deadline. The letter should state the professor's estimation of the student's:
 - a. Academic work and promise in the field of applied linguistics
 - b. Personal attributes relevant to a career in applied linguistics
 - c. Personal attributes relevant to a career in teaching or research
 - vi. An indication of the estimated out of pocket travel cost for the student. This estimate should include amount of cost that would be self-funded, not paid for nor reimbursed by their institution. This estimate should exclude the conference registration fee. This information will not be made available to the GSA Committee until after the award winners are selected.
- e. The criteria for evaluation will include:
- i. Applicant's current scholarly contributions to the field of applied linguistics based upon the quality of the abstract.
 - ii. The applicant's current scholarly contributions to the field of applied linguistics, based upon the cover letter, resume and recommendation.
 - iii. The applicant's predicted future scholarly contributions to the field of applied linguistics.
- f. The applications are reviewed by the Committee and winners and alternates identified. At least two raters review each application. In case of a tie, a third rater will be assigned who may be the GSA chair.
- g. Winners are selected based on the committee's ratings of the proposals, with the number of winners at the discretion of the GSA Committee based on the ratings of the applications. A minimum of 6 winners will be selected.
- h. After winners are selected, the GSA Committee will receive the information on financial support of the student and will allocate the available funds based on the articulated support/need of the student.
- i. Decisions are made and applicants are notified of the results by at least two months prior to the start of the conference. Winning applicants shall be notified by the AAAL President. Unsuccessful applicants shall be notified by the Chair of the Graduate Student Award Committee.

- j. Awardees are recognized before a plenary session early in the conference and in the program abstracts.

D. BOOK/FIRST BOOK AWARD COMMITTEE

a. Purpose

- i. The purpose of the Book/First Book Award Committee is to acknowledge a book or first book (in alternating years) that makes an exceptional contribution to a specific area of specialization or to field as a whole.

b. Membership

- i. The committee is made up of eleven members, five of whom are elected, five of whom are appointed, and one of whom is one of the Members at Large on the Executive Committee.
- ii. The chair of the committee is appointed prior to the general business meeting at the annual conference from among the previous year's membership. The chair is normally a committee member who has served on the committee for at least one preceding year and may have been either elected or appointed.
- iii. Appointed members are appointed in consultation with the incoming chair prior to the general business meeting at the annual conference. Committee members should represent a broad range of theoretical, methodological and epistemological backgrounds. The appointments should take into consideration the strengths of the elected members in order to balance/extend the coverage of the committee as a whole.
- iv. Terms of the committee members shall be three years and shall be staggered.
- v. The committee shall be divided into two sub-committees, the monograph sub-committee and the edited book sub-committee, whose work is overseen by the Chair.

- c. The committee shall report to the Executive Committee in advance of its spring meeting regarding outcomes of the award cycle, and make recommendation for the following year's cycle when appropriate.

d. The Award

- i. Each award cycle an award may be made to both a monograph and an edited book.
- ii. The Book and First Book Awards will be given in alternating years, as follows:
 - 1. Odd Years:
 - a. Monograph: AAAL First Book Award
 - b. Edited Book: AAAL First Book Award
 - 2. Even Years:
 - a. Monograph: AAAL Book Award
 - b. Edited Book: AAAL Book Award
- iii. The award is a non-cash award consisting of a certificate. In addition,

publishers are eligible to use the AAAL award logo on paperback copies and subsequent editions of AAAL award-winning books as well as on publishers' websites and in publishers' catalogs. The publishers of books ranked as finalists may use the term 'AAAL Book Award finalist' in relation to print and online marketing of these books. Authors of books ranked as finalists may likewise list 'AAAL Book Award finalist' as an academic merit. Only the AAAL award-winning book will be permitted to use the AAAL award logo. Publishers of the AAAL award-winning book as well as books ranked as finalists will receive short endorsement texts, credited collectively to the 'AAAL Book Award Committee', which may be used in relation to print or online marketing.

- iv. The AAAL book award-winning book and author and finalist books and authors will be formally recognized by AAAL at the annual conference meeting, in the conference program, and on the AAAL website.
- v. A list of previous finalists and winners will be made available on the AAAL website.

e. Timeline:

- i. March: Chair to review and revise the call for nominations; call for nominations announced
- ii. June 1: Nomination deadline
- iii. Summer/fall term: Committee undertakes review and deliberation
- iv. November 30: Committee completes review and deliberation process
- v. January 1: Deadline for notification of the winning and finalist publishers and authors to be made. Deadline for submission of winner and finalist information to the Business Office

f. Notification procedures

- i. The President of AAAL shall notify the publisher and author(s) of the winning book.
- ii. The Chair of the Book Award Committee notifies the publisher and author(s) of the books chosen as finalists.
- iii. Publishers of the AAAL award-winning book as well as books ranked as finalists will receive short endorsement texts, credited collectively to the 'AAAL Book Award Committee', which may be used in relation to print or online marketing.

E. DISSERTATION AWARD COMMITTEE

a. Purpose

- i. The purpose of the Dissertation Award Committee is to acknowledge a dissertation that demonstrates research excellence, transcends narrow disciplinary fields, and has broad impact on and implications for the field of applied linguistics as a whole.

b. Membership

- i. The committee is made up of seven members, three of whom are elected, three of whom are appointed, and one of whom is one of the Members at Large of the Executive Committee.
- ii. The chair of the committee is appointed prior to the general business meeting at the annual conference from among the previous year's

membership. The chair is normally a committee member who has served on the committee for at least one preceding year and may have been either elected or appointed.

- iii. Appointed members are appointed in consultation with the incoming chair prior to the general business meeting at the annual conference. Committee members should represent a broad range of theoretical, methodological and epistemological orientations, and of academic experience and rank. The appointments should take into consideration the strengths of the elected members in order to balance/extend the coverage of the committee as a whole.
 - iv. Terms of the committee members shall be three years and shall be staggered.
- c. The committee shall report to the Executive Committee in advance of its spring meeting regarding outcomes of the award cycle, as well as recommendations for the following year's cycle.
 - d. The Award
 - i. The award is a non-cash award consisting of a certificate.
 - ii. Finalists will be formally recognized by AAAL at the annual conference meeting, in the conference program, and on the AAAL website.
 - iii. A list of previous finalists and winners will be made available on the AAAL website.
 - e. Timeline:
 - i. March: Call for nominations announced
 - ii. June 1: Round one submission deadline
 - iii. September 30: Committee completes round one review and deliberation process
 - iv. October 15: Notification of three finalists. Nominees will need to submit their completed dissertation
 - v. October 21: Round two submission deadline for nominees to submit their completed dissertations
 - vi. January 1: Deadline for notification of the winning and finalist nominees to be made. Deadline for submission of winner and finalist information to the Business Office

F. RESEARCH ARTICLE AWARD COMMITTEE

- a. Purpose
 - i. The purpose of the Research Article Award Committee is to acknowledge a paper with broad significance and impact on the field of applied linguistics.
- b. Membership
 - i. The committee is made up of five members, two of whom are elected, two of whom are appointed, and one of whom is one of the Members at Large of the Executive Committee.
 - ii. The chair of the committee is appointed prior to the general business meeting at the annual conference from among the previous year's

membership. The chair is normally a committee member who has served on the committee for at least one preceding year and may have been either elected or appointed.

- iii. Appointed members are appointed in consultation with the incoming chair prior to the general business meeting at the annual conference. Committee members should represent a broad range of theoretical, methodological and epistemological backgrounds. The appointments should take into consideration the strengths of the elected members in order to balance/extend the coverage of the committee as a whole.
- iv. Terms of the committee members shall be three years and shall be staggered.
- c. The committee shall report to the Executive Committee in advance of its spring meeting regarding outcomes of the award cycle, as well as recommendations for the following year's cycle.
- d. The Award
 - i. The award is a non-cash award consisting of a certificate.
- e. Timeline
 - i. March: Call for nominations announced
 - ii. June 1: Submission deadline
 - iii. November 30: Committee completes review and deliberation process
 - iv. January 1: Deadline for notification of the winning and finalist editors and authors to be made. Deadline for submission of winner and finalist information to the Business Office

G. DISTINGUISHED PUBLIC SERVICE AWARD COMMITTEE

- a. Purpose
 - i. The purpose of the Distinguished Public Service Award Committee is to acknowledge work by (a) non-AAAL member(s) that raises public awareness of important social issues involving language through the AAAL Award for Distinguished Public Service.
- b. Membership
 - i. The committee is made up of five members, two of whom are elected, two of whom are appointed, and one of whom is the Immediate Past President.
 - ii. The chair of the committee is appointed prior to the general business meeting at the annual conference from among the previous year's membership. The chair is normally a committee member who has served on the committee for at least one preceding year and may have been either elected or appointed.
 - iii. Appointed members are appointed in consultation with the incoming chair prior to the general business meeting at the annual conference. Committee members should represent a broad range of theoretical, methodological and epistemological backgrounds. The appointments should take into consideration the strengths of the elected members in order to balance/extend the coverage of the committee as a whole.

- iv. Terms of the committee members shall be three years and shall be staggered.
- c. The committee shall report to the Executive Committee in advance of its midyear meeting regarding outcomes of the award cycle, as well as recommendations for the following year's cycle.
- d. The Award
 - i. The award is given to an individual or team of non-AAAL members, including but not limited to, writers, politicians, and other high profile figures. Should the award be given to a team, the team will decide which individual will accept the award on the team's behalf.
 - ii. The award shall include flight, train and/or mileage reimbursement; ground transportation to and from hotels and airports; hotel room and tax for up to four nights at the conference host hotel; costs associated with securing a visa, as necessary; food and beverage reimbursement up to the per diem based on U.S. General Services Administration guidelines (www.gsa.gov/portal/category/21287); complimentary registration fee; a plaque for the awardee or one member of the team. Honorary lifetime membership in AAAL will be given to each awardee.
 - iii. The awardee will be invited to receive the award in person and to give a talk at the conference.
- e. Eligibility
 - i. The awardee(s) cannot be a member of AAAL currently or within the past five years.
 - ii. To avoid any appearance of endorsement, individuals running for public office may not be nominated.
- f. Timeline
 - i. March: Call for nominations announced
 - ii. June 1: Submission deadline
 - iii. September 1: Deadline for submission of winner and finalist (if applicable) information to the Business Office and AAAL President
- g. Notification procedures
 - i. Recipient shall be notified by the AAAL President.
 - ii. The AAAL President will invite the recipient to attend the AAAL conference for at least one day (of the recipient's choice) to give a talk and meet with AAAL membership. If the recipient cannot attend, (s)he will be invited to submit a digitally videotaped 4-5 minute acceptance speech.

Standing Rule 13: The Public Affairs and Engagement Committee

A. PURPOSE

1. The Public Affairs and Engagement Committee is an important means by which AAAL members can bring their collective expertise to bear on issues of social importance and inform public debate by speaking to issues of social and professional importance.
2. The Public Affairs and Engagement Committee is charged with engaging AAAL in the public domain. This is done by:
 - i. Preparing and proposing Position Statements
 - ii. Processing Position Statements submitted by the general membership
 - iii. Recommending for endorsement Position Statements/Resolutions issued by other organizations
 - iv. Organizing an annual Public Affairs Event
 - v. Identifying content as outreach to the general public
 - vi. Engaging with AAAL members and the general public via AAAL social media channels
 - vii. Other outreach activities, which may include but are not limited to: interviews (as interviewer or interviewee), op-ed pieces, blog posts, social media outreach and other means of communicating with the public

B. COMMITTEE MEMBERSHIP

1. The Public Affairs and Engagement Committee is led by a Steering Committee of seven members, including the chair.
 - a. Composition
 - i. The President of CAL shall be invited to serve as an ex officio member, with vote, and if accepted, shall serve a perpetually renewable term of three years. The President of CAL shall be re-invited by the First Vice President prior to the general business meeting at the end of each three-year term. The President of CAL may appoint another representative from CAL to serve in his/her stead.
 - ii. The appointed JNCL Representative shall serve as an ex officio member, with vote. Term of service of the JNCL Representative is outlined in the Standing Rule related to External Relations.
 - iii. The Immediate Past President of AAAL serves as an ex officio member, with vote.
 - iv. The Graduate Student Council shall annually designate a representative to serve as an appointed member, with vote.
 - v. Additional members are appointed by the Second Vice President, in consultation with the chair, prior to the general business meeting at the annual conference in order to maintain a committee membership of seven.
 - b. Terms of Service
 - i. Appointed members and shall serve a term of three years.

- ii. Committee member terms of service shall be staggered to ensure continuity of operations.
 - c. Steering Committee Chair
 - i. Appointed committee members shall serve as Vice Chair in their second year of service and Chair in their third and final year of service.
 - d. Responsibilities of the Steering Committee
 - i. The Steering Committee of the Public Affairs and Engagement Committee is charged with ensuring the Committee's purposes as stated above are being fulfilled, generating and implementing ideas in the area of public affairs and engagement; supervising and managing the work of sub-committees, mentoring sub-committee Chairs, and reporting to the Executive Committee the status of this area for each in-person Executive Committee Meeting.
 - ii. Determine the composition and charge of sub-committees.
 - iii. Appoint sub-committee Chairs.
 - iv. Appoint individual role-based project administrators, as needed.
- 2. Responsibilities of the Sub-Committee Chairs
 - a. Ensure fulfillment of the sub-committee's charge, as specified by the Steering Committee.
 - b. Appoint sub-committee members in consultation with the Steering Committee.
- 3. All appointments must be made with consideration to diversity, equity, and inclusion.

C. GENERAL POLICIES

- 1. Position Statements should address issues of public and social importance related to language, rather than field-internal controversies.
- 2. All Position Statements must:
 - a. Include
 - i. The clearly stated purpose and rationale
 - ii. The issue's importance to the field as a whole
 - iii. The issue's importance to the general public
 - iv. Where relevant, a brief summary of related representative research findings
 - b. Be accompanied by
 - i. A statement regarding the desired impact on public opinion or policy
 - ii. The names of the initiators of the Position /Statement
 - iii. Recommendations for distribution and/or leverage in order to ensure maximum constructive impact on public opinion (i.e. recommendations regarding seeking support from other organizations)
 - c. Position Statements must refrain from any commentary constituting political activity, including commentary on any candidate for public office, as such organizational commentary can jeopardize AAAL's tax exempt status.
 - d. Position Statements should, wherever possible, refrain from discourse which may be considered lobbying. This includes advocacy for adoption or rejection of legislation or urging AAAL members or others to take action to support or defeat legislation. Discourse supporting or denouncing legislation (with no direct call to

action – whether by legislature or members/public) does not constitute lobbying. All Position Statements with discourse which may be considered lobbying are subject to Executive Committee approval with respect to monitoring for volume of activities as compared to overall AAAL operations.

D. ACTIVITIES AND PROCEDURES

1. Preparing, Proposing and Processing Position Statements

- a. Position Statements are statements on issues of social and professional importance written with the general public as the audience. They may represent a response to emerging language related issues or commentary and/or future-focused shaping of language related issues and policies. This may include strong summaries of research supporting advancement or evolution of language related issues and policies.
- b. Origination
 - i. Position Statements may be generated by any AAAL committee, task force, or any AAAL member in good standing.
 - ii. Position Statements can and should be generated, and/or commissioned from other AAAL committees or members, by the Public Affairs and Engagement Committee.
- c. Procedures
 - i. Position shall be submitted to the Chair of the Public Affairs and Engagement Committee.
 - ii. The Chair shall immediately upon receipt verify the membership status of all initiators and ensure compliance with Position Statement requirements noted above.
 - iii. The Chair shall circulate Position Statements to the full Public Affairs and Engagement Committee and the President of AAAL. Committee authority with respect to Position Statements shall be:
 1. Approve the Position Statement, as written.
 2. Revert the Position Statement back to the originating parties, with suggestion for revision.
 3. Reject the Position Statement on one of the following grounds:
 - a. Contents of the Position being outside the scope of AAAL's mission or exempt purpose.
 - b. Contents of the Position Statement being incompatible with AAAL Bylaws, Standing Rules, or strategic direction.
 - c. Contents of the Position Statement constituting political activity, including commentary on any candidate for public office, as such organizational commentary can jeopardize AAAL's tax exempt status.
 - iv. Upon approval of Position Statements by the Public Affairs and Engagement Committee, the names of initiators will be removed from the Position Statement and anonymity of initiators maintained.
 - v. Position Statements approved by the Public Affairs and Engagement Committee will be submitted to the Executive Committee for approval.
 1. These will be submitted by the Chair to the President.
 2. The President shall circulate Position Statements to the full Executive Committee for vote immediately by email, giving a

one-week deadline for response and vote. Position statements may be considered approved with less than 100% of Executive Committee members participating provided a minimum of three-quarters of voting members have participated and that the motion passes with a simple majority. Any voting member of the Executive Committee can table the email vote for a verbal discussion and vote provided the request is received within the one-week response window.

3. Executive Committee available action shall be the same as action outlined in paragraph D.1.c.ii. above.
 4. Note: Position Statements originating with the Executive Committee are not subject to further approval if approved by the Public Affairs and Engagement Committee
 - vi. All approved Position Statements shall be posted to the AAAL website. They shall bear the following: *This Position Statement may be disseminated without permission from AAAL.*
 - vii. These procedures for submitting Position Statements shall be posted on the AAAL web site, and the link to such shall be included in each edition of the AAALetter.
2. Recommending Position Statements for Endorsement
- a. The Public Affairs and Engagement Committee may receive requests for endorsement of Position Statements and/or Resolutions from other organizations or may proactively identify Position Statements and/or Resolutions issued by other organizations or make a Statement in regard to current world affairs, which the committee feels are suitable for AAAL endorsement.
 - b. A Position Statement and/or Resolution must refrain from constituting political activity, including commentary on any candidate for public office, as such organizational commentary can jeopardize AAAL's tax exempt status.
 - c. The Public Affairs and Engagement Committee will submit Position Statements proposed for endorsement to the Executive Committee for approval, including:
 - i. The name of the issuer (whether organization or individual) of the Position Statement/Resolution
 - ii. The clearly stated purpose and rationale for endorsement
 - iii. The issue's importance to the field as a whole
 - iv. The issue's importance to the general public
 - v. Where relevant, a brief summary of related representative research findings
 - vi. Any related recommendations
 - d. The Executive Committee may review and discuss proposals for endorsement at a regularly scheduled meeting, a called meeting, or by email.
 - e. Endorsements may be communicated and promoted upon Executive Committee approval, however all communication regarding endorsed Position Statements shall be clearly identified "endorsed by the AAAL Executive Committee"
3. Event on Public Affairs
- a. The Public Affairs and Engagement Committee shall convene an open meeting at the annual conference.
 - b. Possible purposes of the meeting include:

- i. To synthesize previously initiated debate and discourse among the membership. This is likely to be completed in tandem with drafting of a Position Statement for subsequent vote.
 - ii. To represent differing, multiple-faceted or opposing sides of an issue.
 - iii. To solicit ideas for possible Position Statements for the Public Affairs and Engagement Committee to consider.
 - iv. To present and discuss Position Statements from other organizations relevant to the interests and concerns of AAAL.
- c. The planning of the event will be done in consultation with the First Vice President. The details of the event shall be submitted by The Public Affairs and Engagement Committee in observance all deadlines and guidelines (e.g., re: length of description) set by the First Vice President.

Standing Rule 14: The Standing Committee for Online Education and Outreach

A. PURPOSE

1. The Committee for Online Education and Outreach is an important means by which AAAL can provide opportunities for learning and engagement that is not tied to an in-person context.
2. The Committee for Online Education and Outreach is charged with ensuring AAAL is digitally accessible and provides opportunities for online education and connection. This is done by:
 - i. Generating or overseeing generation of digital content, including but not limited to videos, webinars, white papers, and other resources which can be made available on the AAAL web site
 - ii. Identifying web content for members who cannot attend AAAL regularly but value its scholarly community
 - iii. Overseeing online member networking efforts
 - iv. Ensuring sustainability for Committee's initiatives and operations
 - v. Other initiatives of the Committee's generating

B. COMMITTEE MEMBERSHIP

1. The Committee for Online Education and Outreach is led by a Steering Committee of seven members, including the chair.
 - a. Composition and Appointment
 - i. The incoming Chair shall be appointed annually by the Second Vice President from among the current year's committee members continuing their term of service for an additional year.
 - ii. The Immediate Past President of AAAL serves as an ex officio member, with vote.
 - iii. Additional members are appointed by the Second Vice President, in consultation with the chair, prior to the general business meeting at the annual conference. Appointed members shall serve rotating terms of three years.
 - iv. One member of the Steering Committee serves as the Editor of the AAALetter. Please refer to additional information in the Standing Rule on the AAALetter.
 - v. One individual may serve as committee member for a maximum of two consecutive terms but may serve again after a lapse of three years.
 - b. Responsibilities of the Steering Committee
 - i. The Steering Committee of the Committee for Online Education and Outreach is charged with ensuring the Committee's purposes as stated above are being fulfilled, generating and implementing ideas in the area of member education and engagement; supervising and managing the work of sub-committees, mentoring sub-committee Chairs, and reporting to the Executive Committee the status of this area for each in-person Executive Committee Meeting.
 - ii. Determine the composition and charge of sub-committees.
 - iii. Appoint sub-committee Chairs.
 - iv. Appoint individual role-based project administrators, as needed.

2. Responsibilities of the Sub-Committee Chairs
 - a. Ensure fulfillment of the sub-committee's charge, as specified by the Steering Committee.
 - b. Appoint sub-committee members in consultation with the Steering Committee.
3. All appointments must be made with consideration to diversity, equity, and inclusion.

C. THE NEWSLETTER

1. The purpose of the AAAL Newsletter (*AAALetter*) is:
 - a. To maintain and develop the community of AAAL members.
 - b. To provide a means for exchanging information between the Executive Committee (EC), Standing Committees, Graduate Student Council and the membership.
2. The Editor

One member of the Committee for Online Education and Outreach serves as the Newsletter Editor. The Editor is supervised by the Secretary in completion of this work.

 - a. The duties of the Newsletter Editor are:
 - i. To solicit articles from the Executive Committee (EC), Standing Committees, Graduate Student Council and the membership.
 - ii. To include the latest *AILA News*.
 - iii. To produce a minimum of two issues per year.
 - iv. The Editor shall report to the Executive Committee at the midyear meeting and at the annual conference.

Standing Rule 15: Conference Connections Committee

A. PURPOSE

The goal of the Conference Connections program is to provide structured opportunities for student members to meet more senior members of AAAL during the annual conference. The program was established in 2018 to address the professional development needs and interests of student members of AAAL as identified by two years of information-gathering on the part of the AAAL Graduate Student Council and Executive Committee. The purpose of the Conference Connections (CC) Standing Committee is to coordinate the program, with support from the AAAL Business Office and leadership, including:

1. Establishment of program goals and expectations for participants;
2. Promotion and advertisement of the program to both student and senior members of AAAL;
3. Mentee and mentor registration processes;
4. Mentee and mentor pairings and introductions;
5. Annual evaluation of mentee and mentor experiences;
6. Annual reporting of participation rates, participant evaluations, and recommendations for program procedures to the AAAL Executive Committee.

B. MEMBERSHIP

The committee is composed of no more than 10 members, including a committee chair. Membership will include at least 2 graduate student representatives (one of whom should be a member of the AAAL Graduate Student Council). The Second Vice President (Associate Conference Chair) serves as an ex officio member without vote. The committee chair is appointed for a 2-year term by the AAAL President. The chair is typically a senior member of AAAL who has served on the Conference Connections committee for at least one preceding year. Members are appointed in consultation with the committee chair for a term of 3 years for faculty members and 2 years for student members (some terms may be shorter in the initial years of the standing committee in order to stagger membership transitions). Committee members should represent a broad range of sub-disciplinary, methodological and epistemological backgrounds in order to facilitate appropriate pairings across all topical strands represented at the annual conference.

C. ACTIVITIES AND TIMELINE

The committee's major activities are listed below with a general timeline:

- | | |
|-----------|---|
| Oct.-Nov. | Committee adjusts procedures based on evaluation of previous year's CC event; Mentee/mentor sign-up forms, announcements, and communication templates are finalized. |
| Dec. | Committee coordinates with AAAL administrative office to send out event announcements containing links to sign-up forms. |
| Jan. | Committee receives list of registered mentees and mentors from AAAL administrative office; mentee-mentor pairings begin; additional mentors are recruited if there is a shortfall of mentors. If necessary, and in consultation with the conference chair, strand coordinators may be approached by the CC chair to nominate mentor candidates. Strand coordinator recommendations may be sought if specific areas of research are indicated by participating mentees. CC committee |

cooperation with strand coordinators will enable the committee to optimize mentor-mentee pairing compatibility.

Feb. Mentee-mentor pairings are complete and communicated to AAAL administrative office; AAAL office notifies mentor/mentee pairings on behalf of the committee.

March AAAL annual conference

April On behalf of the CC committee, the AAAL office distributes mentee and mentor surveys for post-event evaluation; compiled survey information is then passed on to the committee for review.

August Committee prepares annual report for AAAL Executive Committee.

Standing Rule 16: Graduate Student Council

- A. Charter:
1. to fulfill the mission of AAAL but with a specific focus on graduate students,
 2. to facilitate communication with the Executive Committee,
 3. to identify the needs of graduate students, and design and recommend to the Executive Committee programs and services designed to meet those needs,
 4. to engage graduate students directly while supporting their professional development, helping them to understand what it means to be an applied linguist and what role graduate school should play in their development,
 5. to communicate the needs of graduate students to the Executive Committee while in turn helping graduate students understand the actions and motivations of the Executive Committee, providing greater organizational transparency,
 6. to work toward ensuring the continuous supply of capable leaders necessary to maintaining a stable organization that will live beyond the current membership,
 7. to tap into the perspective of the new generation of scholars, ensuring continued relevancy.
- B. Specific duties of the GSC shall include but not be limited to: planning and execution of graduate student events at the annual conference, surveying the needs of graduate students, developing professional development services outside of the annual conference and encouraging engagement of graduate students within the organization. The GSC representative to the Executive Committee will provide a report of activities at each in-person meeting of the Executive Committee.
- C. The GSC shall design and implement programs and services designed for graduate students within the scope of the Bylaws, these Standing Rules, the Budget, current Strategic Plan and Executive Committee directive.
- D. Structure
1. The Steering Committee shall consist of two Co-Chairs, one Secretary and two Committee Members at-large
 - vi. The purpose of the Steering Committee is to maintain the vision of the council, facilitate communication between stakeholders, delegate and oversee tasks, and lead a team of graduate student volunteers in carrying out these tasks.
 - vii. The incoming Co-Chair(s) of the Graduate Student Council shall be appointed by the President prior to the Business Meeting held at the annual conference upon recommendation of the outgoing Co-Chair(s) (Bylaws Article X, Section 4).
 - viii. The Secretary and At-Large positions shall be filled through an application process that includes transparent guidelines for applicants. This process will begin three months prior to the Annual Business Meeting. All council members shall be eligible to apply although preference may be given to those who have previously volunteered with the council. Diversity in the steering committee is desirable and may consider the following: race, ethnicity, age, geography, (dis)ability,

sexual orientation, economic status, citizenship status, religion, academic focus, degree program, and career goals to ensure a variety of experience and areas of expertise. The appointments shall be made by the Co-Chairs from among the applicants no later than one month following the Annual Business meeting, with selections being ratified by the President.

- ix. To ensure a smooth transition of leadership and allow for effective training, the incoming Co-Chairs will be selected by the current Co-Chairs in consultation with the First Vice President four months prior to the Annual Business meeting for internal nominees or two months prior for external nominees. Every effort will be made to select incoming chairs from among the steering committee members. If no steering committee members are suitable, eligible, or willing to serve, the incoming Co-Chair positions will be filled through a transparent application process led by the current co-chairs.
 - x. To encourage diversity of institutions, each member of the steering committee must have a different institutional affiliation at the outset of their term of service.
 - xi. One of the two Co-Chairs of the Graduate Student Council is an Appointed member of the Executive Committee and is invited to all Executive Committee meetings. The Co-Chairs shall determine on a per-year basis which Chair shall be in attendance.
 - xii. The Co-Chair serving as the Appointed member of the Executive Committee and the Secretary shall serve as ex-officio, non-voting members of the FFAL Trustees.
 - xiii. Any member of the steering committee who is not contributing to the efforts of the council in a satisfactory manner will be contacted by the Co-Chairs to improve his/her effort. If the steering committee member does not improve in his/her contributions, he/she will be asked by the co-chairs to step down from the committee. The Co-Chairs' decision is final and will result in the open committee member position being filled through the application process outlined above.
 - xiv. Members of the steering committee may serve for no more than three years total, and no more than two years within one position. All members of the steering committee must be graduate students at the time of their appointment at the Annual Business meeting.
2. There shall be a cadre of volunteers to execute on council initiatives and to serve as a means of succession planning
 - i. The number and type of volunteers shall be determined by the Steering Committee as needed.
 - ii. A list of the active volunteers shall be supplied by the Steering Committee to the Business office and President and resubmitted as revised.
 3. Any graduate student member of AAAL in good standing can opt to be a member of the GSC.
 4. Members of the GSC Steering Committee shall receive priority access to conference on-site volunteer opportunities.

Standing Rule 17: The Annual Conference

- i. Site Selection
 - a. As possible given location, dates, and hotel availability, the conference site will co-locate in the same city as TESOL for the dates immediately preceding. If such co-location is impossible, the city with the closest geographical proximity and availability will be sought.
 - b. The Immediate Past President and Treasurer shall work with the Business Office to select a suitable hotel for the conference site that is being negotiated at the time.
 - c. The Business Office will work with the Immediate Past President and Treasurer to recommend to the Executive Committee for approval a ranked set of proposals (as possible given proposals submitted) in order of preference for the Business Office to negotiate. Executive Committee approval of the ranked list must be made via a regular or called meeting, and not through an email discussion/vote.
 - d. The Business Office will negotiate the contract and subsequently the contract will be approved by the Immediate Past President and Treasurer and signed by the Treasurer. Should the final contract deviate materially from the original proposal in the Immediate Past President or Treasurer's estimation, full Executive Committee approval will be sought on the contract prior to signature.
- ii. Roles and Responsibilities
 - a. The First Vice President (Conference Chair) is charged, in Article VII, Section 4 of the Bylaws, with final responsibility for the program of the annual conference. The conference organization should be informed by the resolution on diversity. This charge shall include the following:
 - i. oversight of conference budget and expenditures
 - ii. publicizing and marketing the conference
 - iii. defining, organizing, and overseeing all program review and content
 - iv. overseeing the adjudication of proposals
 - v. creating the conference program
 - vi. training the incoming First Vice President; and
 - vii. any such other matters as may be considered by the First Vice President to constitute "the program."
 - viii. The First Vice President may explore new presentation formats. Any such new format(s) should be piloted for at least two successive years. Following this, the Executive Committee shall decide whether the format(s) shall be implemented on a regular basis.
 - b. Responsibilities of the Second Vice President (Associate Conference Chair)
 - i. Serve as Associate Conference Chair, apprenticing and providing ongoing support to the First Vice President/Conference Chair.
 - ii. Serve as liaison with Strand Coordinators, including identify Strand Coordinators, provide strand coordinators instructions in their tasks, provide Strand Coordinators with training on use of the proposal system, provide support to Strand Coordinators and Reviewers, and follow up on the status of Reviewers/reviews.
 - iii. Develop a budget for the annual conference to be held during the year when he/she is First Vice President.
 1. The conference budget should be developed in consultation with the Treasurer and the Business Office, and may be developed in

- consultation with the President, the First Vice President, and the Immediate Past President.
2. The conference budget must be approved by the Budget Committee and presented to the Executive Committee at the meeting(s) held approximately twelve months before the date the conference is to be held.
- iv. Identify a conference planning team to assist with conference programming and logistics.
- v. The Second Vice President (Associate Conference Chair) may also recruit one Local Coordinator whose duties may include under the direction of the Conference Chair:
 1. recommending local student volunteers
 2. generating local sponsorships and funding for receptions
 3. arranging graduate student housing
 4. providing local information
 5. generating local publicity
- c. Responsibilities of the Strand Coordinators
 - i. Recruit abstract reviewers: The number required will be based on the number of reviewers and abstract submissions for each strand over the past two years. The reviewers must be available for review from the end of the week following the proposal deadline for three weeks. Reviewers should be recruited from a variety of institutions and strand-based research interests. Ideally, reviewers must be current AAAL members in good standing, although this is not an essential requirement. Recruitment should be completed and a list of reviewers submitted to the Conference Chair by June 1.
 - ii. Add reviewers to conference proposal reviewing program (as needed, pending proposal reviewing program and staff support): Reviewers will use the conference proposal system to evaluate abstracts.
 - iii. Assign abstracts to reviewers: Each proposal needs to be assigned to at least two reviewers. Time frame: beginning with the proposal submission (on or around July 15) for approximately 10 days.
 - iv. Coordinate prompt review of all submitted abstracts: The review task involves:
 1. rating abstracts using criteria provided in the evaluation form
 2. providing helpful comments to the author about his/her submission
 3. recommending acceptance/rejection of submissions
 4. recommending alternate formats (e.g., poster, roundtable, etc.) for accepted submissions.
 - v. Specific instructions for how reviewers should conduct the abstract review will be provided by AAAL. Each abstract must be evaluated by two readers and, in case of disagreement, by a third reader. The Strand Coordinator can serve in the capacity of third reader by completing a formal review, or can ask another reviewer to play this role. Time frame: All reviews to be completed within four weeks of the proposal submission closing date, with issues to be addressed by Strand Coordinator within one additional week.
- d. Logistical matters may be arranged by the Business Office, as specified in the Standing Rule pertaining to the *Business Office*.

2. Denial or rejection of visa beyond a time frame which reasonably allows for travel accommodations to the conference, at the Conference Chair's discretion
 3. Citizenship of or current residence in a "travel ban" country
- v. Other organizations
- a. As part of putting together the program for the conference, the Conference Chair may invite other organizations to hold a special, invited colloquium during the AAAL annual conference.
 - b. As a matter of policy, complimentary conference registration will not be provided to participants of these invited colloquia.
 - c. Exceptions to this policy will need to be considered by the full Executive Committee in the larger context of AAAL's current strategic initiatives.
 - d. Each year one colloquium is named the *Language Learning* Round Table.
 - i. The Conference Chair has sole discretion over which invited colloquium applies to be the *Language Learning* Round Table.
 - ii. This is typically an invited colloquium and designated as the LLRT once the abstracts from all invited colloquia have been received by the chair.
 - iii. Criteria for *LLRT* designation:
 1. Under-represented area on the AAAL program consistent with the mission of *Language Learning* journal, and which contributes to diversity (broadly defined) of line-up.
 2. Emphasis on innovative empirical research rather than advocacy (as per LL's orientation)
 3. Well-developed, interesting colloquium abstracts, that are well-linked and coherent across the session and likely to attract a good audience
 4. AAAL-engaged members on proposal (mostly); preference given to session that includes multiple AAAL members and regular attendees.
 5. Likely to be doable within \$10K budget (logistically feasible).
 - e. AAAL has a tradition of hosting joint sessions with related organizations, traditions in some cases going back many years. The number of joint sessions, and the related organizations involved, has varied greatly from year to year. The following policy has been developed in order to regularize this process, and to guide the First Vice President (Conference Chair).
 - i. Purpose: The aims of the joint invited sessions policy are to:
 1. foster collegial relations with related organizations;
 2. allow enhanced opportunities for interaction between specific relevant disciplinary areas and other disciplinary areas of applied linguistics;
 3. give additional exposure to specific areas, for example those currently under-represented, or of particular relevance or interest to a particular conference location or the research interests of a particular conference chair;
 4. recognize a tradition of existing regular joint sessions;
 5. give prominence to important and often overlooked areas of intersection between the two associations while also raising the profile of the partner association;
 6. guide the Conference Chair in the choice of joint invited sessions;

7. create consistency and distribution of access across the years in the organizations invited to participate in joint sessions.
- ii. Procedure:
 1. A Joint Invited Sessions subcommittee of the executive will be constituted in spring (two years prior to the conference), consisting of the incoming Second Vice-President (Associate Conference Chair; subcommittee chair) and two other members of the Executive Committee.
 2. The subcommittee is tasked with the following responsibilities:
 - a. to draw up a list of potentially relevant organizations that could be invited to hold joint sessions, the list to be updated annually;
 - b. to issue a call for proposals for joint invited sessions of two hours in length by June 15th in the year of the Second Vice President's term of office, for the conference which s/he will be chairing. The call will be published on the Association's website, but in addition, copies of the call will be emailed to associations on the list. The deadline for initial submissions will be September 1st (with a ranking of proposals from which to solicit full proposals by Sept. 30th). One goal is to produce a preliminary list for the October EC meeting.
 - iii. Policies
 1. The joint sessions should (ideally) have the endorsement of, and/or participation by Board members, of the parent association whose organizational name is being used. These are self-funded sessions with no special arrangements to be made by AAAL, apart from notification and scheduling of events.
 2. Normally, depending on the number of other invited (non-joint) colloquia and invited plenary speakers, a maximum of three joint sessions will be selected. Preference in approval of one of the sessions would be for an association which is underrepresented at the conference or which otherwise reflects the resolution on diversity. Associations hosting conferences/meetings in the same city as the planned conference at about the same time should be considered as well, possibly on a rotating basis (e.g., TESOL, ILTA).
 3. As with other proposals, submitters to a special joint session cannot also be organizers or first-paper authors in other sessions for the same AAAL conference.
 4. The criteria for selection of invited sessions will be informed by the aims of the policy and criteria used to evaluate other colloquium proposals (see below).
 5. Joint proposal applications cannot previously have been presented or proposed through the regular colloquium vetting process. However, if the joint session is not accepted, given the program constraints, it can still be submitted for vetting as a regular colloquium proposal the following summer for the same conference. It will not be listed as a Joint Session in that case.
 6. All presenters at AAAL must register for the conference.
 - iv. Application and Timeline

1. Call for proposals to be circulated by June 15th annually
 2. Information about organizer(s), partner association, title, and 50-word summary to be submitted via the AAAL web site by September 1st, approximately 18 months prior to the conference
 3. Shortlisted sessions will be notified on or around September 20th and will then be requested to submit a full proposal by approximately October 1st giving the committee time prior to the midyear meeting of the Executive Committee to make final determinations
 - a. Proposals must meet the expectations of other AAAL colloquia as well, including:
 - i. Appropriateness, timeliness, and significance of the topic
 - ii. Presentation of original and on-going research studies OR differing or dissenting perspectives on an important issue
 - iii. Coherence and complementarity of the papers
 - iv. Manner of presentation (clearly indicated schedule of activity, with significant amount of time allocated for discussion of the presentations and audience participation)
 - v. Fit with the broader mandates of AAAL (e.g. mission) and align with one of its strands
 4. Decisions will be communicated by the end of October, with additional Joint sessions added on a rolling basis as-needed based on cancellations and/or program availability.
- vi. Americans with Disabilities Act accommodations
- a. A request for accommodation for the annual conference under the Americans with Disabilities Act (ADA) will be accommodated unless it clearly represents an undue burden. If it is projected to represent an undue burden, AAAL will consult legal counsel to determine compliance with the request. The AAAL conference website will bear the notice that “Requests for accommodation under the Americans with Disabilities (ADA) act may only be made by registered conference attendees and should be received by sixty (60) days prior to the first full day of the annual conference to give AAAL time to review the request and make appropriate accommodations. Requests must be made in writing to conference@aaal.org and must specify days of the conference for which accommodations are requested. Individuals submitting requests after the deadline will be directed to sessions for which accommodations are already arranged, if applicable.”
- vii. Child Policy:
- a. The AAAL Annual Conference is committed to welcoming and supporting members with family responsibilities. The following guidelines will help ensure that we are able to do so while also ensuring the safety of children attending the conference.

Everyone who attends must be registered and have a badge. Badges for children of registered attendees and their caretakers are free. For the purposes of this policy, “children” are defined as birth children, stepchildren, adopted children, and dependents. It is requested that children be registered in advance in conjunction with their parent(s). However, child registration is available onsite at

the registration desk.

Children under 14 years of age must be accompanied by an adult guardian at all times. Guardians are asked to help maintain a professional exhibition environment.

For their own safety, children under 18 are not allowed in the exhibition area during exhibition move-in and move-out. In addition, AAAL is committed to providing a space for lactation needs. Please note that AAAL, nor the hotel, will be providing childcare during the conference.

- viii. Allowable expenses at the Annual Conference can be found in the Standing Rule titled *Reimbursable Expenses*. The Conference Chair should explain maximum reimbursable expenses when recruiting participants.
- ix. Indigenous Language Scholarship Support Fund
 - a. Purpose: This fund will be used to provide support for Indigenous language scholars' presentation and participation in the AAAL annual conference. It will facilitate presentation of papers, posters and roundtables on Indigenous languages. The funding is intended for scholars presenting on Indigenous languages who have very limited or no access to funding. Priority will be given to community-based language experts.
 - b. A maximum of \$5,000 per year will be budgeted to support these scholars.
 - i. Conference registration waiver is provided.
 - ii. Up to \$500 per person may be granted for travel support.
 - iii. Grantees must adhere to AAAL reimbursement policies and procedures, submitting receipts for expenses up to the allotted amount.
 - c. Review Committee:
 - i. Chair: Second Vice President (Associate Conference Chair)
 - ii. Treasurer
 - iii. A third member of the Executive Committee, appointed by the President
 - d. Timeline
 - i. Information about this fund will be posted with CFP.
 - ii. Notification of acceptance is typically sent on or around October 1. Accepted presenters must apply for this funding by October 15.
 - iii. Decisions of committee are made and communicated by the Business Office by October 25.
 - iv. Grantees must register for the conference by November 1 or may forfeit the funding.
 - v. Grantees must submit flight reimbursement form and receipts by February 1. Hotel, ground transportation, and meal receipts (if applicable and there is "budget" remaining) must be submitted within 30 days of the last day of the annual conference. Checks will be mailed following the annual conference. No funds will be disbursed prior to the annual conference.
 - e. Application Materials
 - i. Name of Presenter.
 - ii. Title of presentation (and of colloquium, if relevant), roundtable, or poster.
 - iii. Short description (1-2 sentence) of the Indigenous language under consideration.
 - iv. Existing funds available to support the individual's conference participation.

Standing Rule 18: The General Business Meeting

There shall be an annual general business meeting scheduled to occur at an appropriate time during the annual conference. The President shall preside and shall be responsible for the agenda for such meetings. The Parliamentarian will be the Secretary.

The following Order of Business shall be observed to the extent possible:

1. Call to order. Confirmation of a quorum & review of rules of order:
 - a. A quorum for the general business meeting shall be 50 members in good standing at any given annual conference
2. Approval of the minutes of the previous meeting
3. Approval of the agenda
4. Reports
5. Discussion of the membership, as applicable
6. Old business
7. Recognition of the outgoing Executive Committee
8. Transfer of the Presidency
9. Recognition of the incoming Executive Committee
10. New business
11. Adjournment

The following reports (at minimum) will be submitted to the membership annually, either via verbal report at the Business Meeting or in writing in advance of the meeting:

- a. Report of the President
 - i. Activities report
- b. Report of the First Vice President (Conference Chair)
- c. Report of the Second Vice President (Associate Conference Chair)
- d. Report of the Secretary
- e. Report of the Treasurer
 - i. Financial report
 - ii. Membership report
- f. Report of the Nominating Committee
 - i. Introduction of current Nominating Committee members
 - ii. Review of the upcoming slate for membership vote
- g. Report of the FFAL Trustees
- h. Report of the Graduate Student Council
- i. Report of the Committees for/of Public Affairs and Engagement, Online Education and Outreach, Conference Connections
- j. Resolutions
 - i. Courtesy resolutions
 - ii. Content resolutions

Standing Rule 19: External Relations

The Executive Committee may affiliate AAAL with other appropriate organizations or may accept affiliation from such other organizations (Bylaws Article XI). The President serves as liaison to all external representatives. A description of current relationships is found below.

A. CAMBRIDGE UNIVERSITY PRESS AND THE ANNUAL REVIEW OF APPLIED LINGUISTICS (CUP-ARAL)

AAAL has adopted the *Annual Review of Applied Linguistics* (hereafter, ARAL) as an official Journal of the Association, commencing with Volume 22 (2002). The relationship between CUP and AAAL is regulated by the Memorandum of Agreement. A copy of this and subsequent memorandums shall be kept in the Association's archives.

1. The adoption is not exclusive on the part of either party.
2. Each member of AAAL receives a subscription to ARAL.
3. AAAL may nominate individuals to fill two of the Editorial Director positions on the ARAL Editorial Board.
 - i. The President will prepare a list of potential nominees.
 - ii. Nominees will be reviewed, discussed, and ranked by the Executive Committee.
 - iii. The President will contact the individuals listed to determine their willingness to have their names put forward. The President will report the outcome of his/her efforts to the Executive Committee.
 - iv. The President will forward the final nomination(s) to CUP no later than 30 days prior to conclusion of the expiring Editorial Director's term.
4. Each Memorandum of Agreement shall have a clearly specified start and end term and shall include a termination clause if longer than a one-year agreement.
5. AAAL recommended Editorial Board members shall submit a report of activities in time for the midyear meeting.

B. AILA EXECUTIVE BOARD/INTERNATIONAL COMMITTEE

The Secretary serves as AAAL's official representative to the AILA EB/IC. In addition, AAAL will reimburse some of the travel expenses of up to two AAAL members who have been elected to serve on the AILA Executive Board.

1. Applications for up to two AAAL members will be solicited in October.
2. Applicants must supply the following:
 - a. provide a description of the nominee's prior service to AAAL. Must have previous service on the EC Board within the past 10 years or Service on a Standing Committee in the past 2 years or Current Chair of a Committee;
 - b. a brief, formal biographical statement containing information relevant to the position, written in first person and no more than 200 words. Statement should include your commitment and work toward advancing diversity, equity, inclusion and access;
 - c. a high-resolution head shot (sent as a separate attachment);
 - d. complete and updated contact information, including current position/title, institution/company/organization, department/program/unit/division, land address with country, email address, and phone number;

3. Applications will be reviewed by the AAAL Secretary, President-Elect and an EC member-at-large.
 4. Top 2 applicants will be sent to AILA as the AAAL nominations by May 1.
- C. JOINT NATIONAL COMMITTEE FOR LANGUAGES-NATIONAL COUNCIL FOR LANGUAGE AND INTERNATIONAL STUDIES (JNCL-NCLIS)
The President of AAAL, with the advice of the Executive Committee, shall appoint a AAAL member to represent the Association at the annual delegate assembly of the Joint National Committee on Languages-National Council for Language and International Studies (JNCL-NCLIS). S/he will serve a (renewable) term of four years, and make an annual report to the Executive Committee for its midyear meeting.
- D. NATIONAL FEDERATION OF MODERN LANGUAGE TEACHERS ASSOCIATIONS (NFMLTA)
The President of AAAL, with the advice of the Executive Committee, may appoint a AAAL member to represent the Association at the biannual meeting of the National Federation of Modern Language Teachers Associations. S/he will serve a (renewable) term of four years, and make an annual report to the Executive Committee.

Standing Rule 20: Reimbursable Expenses

AAAL is a non-profit organization that exists to further the field of applied linguistics and for the benefit of its members. It exists in partnership with universities, research centers, and other institutions that share its aims. Members who are elected to the Executive Committee, those who are appointed (see Section C), and those who are appointed to committees do so voluntarily without expectation of financial reimbursement for their time and energies. The responsibilities related to the Presidency, Vice Presidency, and other offices on the Executive Committee are considerable. As members make plans to assume a place on the Executive Committee, they should be able to identify appropriate sources of support from their own institution for the time and resources demanded by a major professional commitment.

The following guidelines are designed to regulate the normal expenses of AAAL administration by members of the Executive Committee, appointed members of the Executive Committee, representatives to AILA, plenary speakers at the annual conference, conference planning team, Local Coordinator, and Chairs of Standing and Ad Hoc Committees.

A. GENERAL POLICIES

- a. Individuals who travel on AAAL business are expected to exercise good judgment when incurring travel costs and will be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the provisions herein.
 - i. Reasonable and necessary travel expenses shall include but are not limited to: round-trip economy class flight, train and/or mileage reimbursement; ground transportation to and from hotels and airports; hotel room and tax; costs associated with securing a visa, as necessary; food and beverage reimbursement up to the per diem based on U.S. General Services Administration guidelines (www.gsa.gov/portal/category/21287).
- b. A claimant shall not seek reimbursement for goods or services provided free of charge, not personally paid for by the claimant, reimbursed by another source, or which will be paid or reimbursed from another source.
- c. Only travel expenses related to the conduct of AAAL business will be reimbursed.
- d. A claimant seeking reimbursement must provide receipts to be eligible for reimbursement. In the case of meal receipts, this includes both the itemized receipt and the receipt showing the method of payment.
- e. Alcohol shall not be paid for nor reimbursed by AAAL, except in the case of hospitality events honoring plenary speakers at the conference.
- f. Requests for reimbursement must be submitted within 60 days of the event or by the end of the fiscal year, whichever comes first. Requests submitted after the close of the fiscal year will not be reimbursed.

B. ALLOWABLE TRAVEL EXPENSES FOR ELECTED & APPOINTED MEMBERS OF THE EXECUTIVE COMMITTEE

- a. Midyear Meeting

- i. Elected and appointed members shall have allowable expenses incurred in travel, lodging and meals paid for or reimbursed by AAAL.
 - b. Conference Site Visit
 - i. The First Vice President shall have travel, lodging, and meals paid for or reimbursed for an optional advance site visit to the conference hotel together with a representative from the Business Office. Every effort will be made to get the hotel to pay some/all advance site visit expenses.
 - c. Conference
 - i. *President, Secretary, and Treasurer:*
 - 1. Lodging for the duration of the annual conference
 - 2. Lodging and meals for any Executive Committee meetings that require additional days at the conference site
 - ii. *First Vice President:*
 - 1. Travel to and from and lodging for the duration of the annual conference
 - 2. Lodging and meals for any Executive Committee meetings that require additional days at the conference site
 - iii. *Second Vice President, Immediate Past President, Members-at-Large and Appointed Members:*
 - 1. Lodging and meals for any Executive Committee meetings that require additional days at the conference site

C. ALLOWABLE TRAVEL EXPENSES FOR AAAL REPRESENTATIVES TO AILA

The Secretary normally represents AAAL on the International Committee of AILA. AAAL members who have been nominated by the AAAL Executive Committee and have been elected to serve on the AILA Executive Board may also represent AAAL in the councils of AILA in the absence of the Secretary.

AAAL will pay for travel expenses only of the Secretary to attend the annual meeting of the AILA International Committee

In addition, AAAL will pay for travel expenses only for no more than two AAAL members who have been elected to serve on the AILA Executive Board when they attend the annual meeting of the AILA Executive Board (including occasions when that occurs at the triennial AILA World Congress). Members to be funded will be determined in order of responsibility/position on the Executive Board (i.e., President, Vice-President, Past President, Secretary General, Treasurer, Publications Coordinator, Research Networks Coordinator, Member-at-Large). In the case of one officer and two members-at-large seeking funding, AAAL will pay up to 50% of the travel expenses only of each member-at-large. Lodging and meals are normally the responsibility of the AILA affiliate that hosts the meetings.

D. ALLOWABLE EXPENSES AT THE ANNUAL CONFERENCE.

- a. Presenters
 - i. Plenary speakers: In their letter of invitation from the Conference Chair, plenary speakers will be offered reimbursement for travel equivalent to economy round trip coach airfare, ground transportation to and from the airport at the point of origin and the point of destination, visa processing

costs, and meals and incidentals up to the per diem for meals based on U.S. General Services Administration guidelines (www.gsa.gov/portal/category/21287). Plenary speakers will also be offered up to five nights at the conference hotel and complimentary conference registration

- ii. Pre- and concurrent-conference workshops:
 - 1. More in-depth workshops may be hosted preceding or concurrently with the annual conference. These are done at the Chair's discretion and invitation.
 - 2. An honorarium of \$500 per session is provided, to be shared among the presenters.
- iii. Participants in colloquia
 - 1. AAAL will not reimburse organizers of invited colloquia at the annual conference nor speakers in such colloquia.
 - 2. Travel expenses and conference registration are only reimbursable/provided for participants in invited colloquia which receive additional outside funding, such as the Language Learning Round Table.
- b. Volunteers
 - i. Conference planning team:
 - 1. Up to three people on the conference planning team assisting the conference chair will receive a \$2,000 stipend in the summer preceding the conference planned.
 - 2. Up to three people on the conference planning team assisting the conference chair will each receive complimentary conference registration and be reimbursed for transportation expenses and up to five nights at the conference hotel. Team members will be asked to share a hotel room.
 - 3. Up to three people on the incoming conference planning team assisting the following year's conference chair will each receive complimentary conference registration and be reimbursed for transportation expenses and up to five nights at the conference hotel. Team members will be asked to share a hotel room.
 - ii. Student volunteers: Up to 60 AAAL student members may receive complimentary conference registration for volunteering at the conference. Volunteers are primarily used at pre-registered attendee check-in. Students must volunteer for four consecutive hours in order to receive the complimentary registration. Graduate Student Counsel Steering Committee members will receive priority access to the volunteer application.
 - iii. Local Coordinator (if applicable): The Local Coordinator will receive free conference registration.
 - iv. Note: "complimentary registration" refers solely to the main conference registration and excludes any additional registration or ticketed functions, such as pre-conference workshops.
- c. Indigenous Language Scholarship Support Fund
 - i. Please refer also to description of the fund in SR 15.
 - ii. A maximum of \$5,000 per year will be budgeted to support these scholars.
 - 1. Conference registration waiver is provided.
 - 2. Up to \$500 per person may be granted for travel support.

3. Grantees must adhere to AAAL reimbursement policies and procedures, submitting receipts for expenses up to the allotted amount.
- iii. Grantees must submit reimbursement form and receipts by February 1. Checks will be delivered on-site at the annual conference or mailed following. No funds will be disbursed prior to the annual conference.

E. REPRESENTATION AT JNCL-NCLIS DELEGATE ASSEMBLY

The person designated by the President to represent the Association at the annual delegate assembly of the Joint National Committee on Languages-National Council for Language and International Studies (JNCL-NCLIS) will be reimbursed for the costs of attending that meeting. Such costs will include travel, lodging, and the registration fee (which includes all meals).

F. CHAIRS OF STANDING AND AD HOC COMMITTEES

AAAL will not reimburse the chairs of standing and ad hoc committees for travel, lodging and meals at the annual conference. Any extraordinary expense associated with the conduct of the business of the committee must be approved *in advance* by the Treasurer.

Standing Rule 21: The Business Office

The Treasurer, with the formal concurrence of the Executive Committee, will contract with one or more non-member individuals or organizations for the establishment and operation of a Business Office. The duties of the Business Office shall be specified in a formal contract for services. Typically, such contracts shall include the collection of dues, the maintenance of auditable fiscal records, the provision of assistance with the mounting of the annual conference, including the negotiation of hotel space, audio-visual support, local arrangements, and the solicitation of advertising on behalf of the Association, and coordination of membership drives and publicity for the Association, and the collection of members' suggestions for improved services. However, it is understood that the formal relationship between AAAL and any independent individual and/or organization is the sole responsibility of the Executive Committee, and any such individual and/or organization receives its instructions from, and reports to, the Executive Committee, not to the Treasurer.

With the approval of the Executive Committee, the President may convey the courtesy title of Managing Director upon a member of the Business Office staff. With the approval of the Executive Committee, the President may remove the courtesy title of Managing Director from a member of the Business Office staff.

1. The Managing Director shall be AAAL's chief staff officer, shall be responsible for implementing and overseeing compliance with AAAL Bylaws and Standing Rules and shall serve as an ex officio, non-voting member of the Executive Committee.
2. The Managing Director, in consultation with the Executive Committee, may retain outside counsel or other necessary consultants or contractors and shall recommend for Treasurer approval contracts and MOUs.
3. The Managing Director shall manage and oversee staff and shall be responsible for ensuring execution of all AAAL management functions.
4. The Managing Director may negotiate business matters on behalf of the association.

Standing Rule 22: General Administration

Note: The use of “volunteer” in this Standing Rule shall include Directors, Officers, non-voting members of the Executive Committee, Committee Chairs, committee members, etc.

A. Contract authority

1. The Business Office or Treasurer may solicit contracts for services on behalf of AAAL. No other individual or volunteer may solicit or negotiate contracts on behalf of AAAL.
2. All contracts are signed by the Treasurer.
3. Contracts related to securing a host for the annual conference are addressed in the Standing Rule pertaining to the Annual Conference above.
4. Contracts related to the Business Office are addressed in the Standing Rule pertaining to the Business Office above.
5. Contracts which are for a single service (vs. an ongoing or recurring service, or which spans multiple years) and are budgeted may be signed by the Treasurer.
6. Contracts which are for a single service, are not budgeted, and are projected to incur a cost equal to or less than \$5,000 may be approved and signed by the Treasurer.
7. Contracts which are for a single service, are not budgeted, and are projected to incur a cost greater than \$5,000 may be signed by the Treasurer with the approval of the Budget Committee.
8. Contracts that are for a recurring service or span multiple years may be signed by the Treasurer with the approval of the Executive Committee.

B. Records Retention

1. It is AAAL’s policy to maintain complete, accurate and high quality records.
2. Unless noted below, records are to be retained for the period of their immediate use, unless longer retention is necessary for historical reference, contractual, legal or regulatory requirements or for other purposes as may be set forth. Records that are no longer required or have satisfied their required periods of retention shall be destroyed.
3. All records (paper or electronic) shall be transferred to and maintained by the Business Office.
4. The following records shall be kept indefinitely:
 - a. Governance records: Articles of Incorporation, Bylaws, Standing Rules, minutes of meetings, strategic plan
 - b. Tax records: IRS exemption letter, copies of filed form 990, audit/review reports
 - c. Financial & legal records: contracts, insurance policies, etc. still in effect; year-end financial statements; legal correspondence
 - d. Intellectual property: copyright and trademark registration
5. The following records shall be kept for seven years:

- a. Financial & legal records: bank statements; cancelled checks; contracts, insurance policies, etc. which have expired; supporting data for income and expenses
6. No paper or electronic documents will be knowingly destroyed or deleted if pertinent to, or with the intent to obstruct or influence, any ongoing or anticipated government investigation or proceeding or private litigation

C. Conflict of Interest

1. AAAL volunteers and staff are expected to disclose any actual, potential or apparent conflicts of interest. A conflict of interest exists when there is another interest that might suggest divided loyalty between AAAL and other obligations (which may be relational, financial, etc.). A relationship or interest should be disclosed even if there is uncertainty as to whether the interest presents a conflict.
2. Disclosures should be made to the members of the entity/committee upon which the volunteer serves as soon as the individual is aware of the actual, potential or apparent conflict of interest. The entity shall determine whether a conflict of interest exists, the AAAL President shall be made aware of this determination, and the individual with the actual, potential or apparent conflict of interest shall have the right to appeal the decision of the entity to the Executive Committee. The Executive Committee has ultimate discretion to determine whether a relationship or interest is a conflict of interest.
3. Determination of the entity/committee or Executive Committee that a conflict exists results in one of the following actions:
 - a. Waiving of the actual, potential or apparent conflict as unlikely to affect the volunteer or staff's ability to act in the best interests of AAAL or affect the integrity of AAAL;
 - b. Determine that the individual should be recused from discussions and/or decision-making related to the particular transaction or matter at issue; or
 - c. Recommend that the individual resign from his/her service because the actual, potential or apparent conflict is so pervasive that the volunteer or staff would seldom, if ever, likely be able to act in the best interests of AAAL.
4. Disclosure under this policy should not be construed as creating a presumption of impropriety.

D. Whistleblower

1. AAAL is committed to maintaining an environment where staff and volunteers are free to raise good faith concerns regarding AAAL business practices. Staff and volunteers are encouraged to report suspected violations of the law or AAAL policy, including those contained in Bylaws or these Standing Rules, and to provide truthful information in connection with any official inquiry or investigation. AAAL expressly prohibits any form of retaliation against those who raise aforementioned suspected violations, whether staff (including employees of a contracted Association Management Company) or volunteer.
2. Procedure
 - a. Reports of suspected violation of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality. The President will manage such an investigation, and

may request the assistance of counsel or other parties as s/he deems necessary. The President will prepare a report of the findings and submit it to the Executive Committee.

- b. In the event that a suspected violation concerns the President, s/he will recuse him/herself from proceedings and the Executive Committee shall select an appropriate Officer of AAAL to conduct the investigation.
- c. Any staff or volunteer who believes that s/he has been subjected to any form of retaliation as a result of reporting suspected violation should immediately report such incident to his/her supervisor or AAAL President.