

Second Language Acquisition and Teaching Student Association (SLATSA) Constitution

NEW VERSION: Updated - April 7th, 2025; Approved- April 10, 2025

OLD VERSION: Updated - August 2, 2023; Approved - August 24, 2023

OLDER VERSION: Updated 2022

ARTICLE I – Name

The name of the organization shall be: Second Language Acquisition and Teaching Student Association, and may also be recognized as SLATSA. The organization is a graduate student organization at the University of Arizona.

ARTICLE II – Objectives

The objectives of the organization shall be:

1. To promote interest in second language acquisition and teaching.
2. To promote fellowship among students and faculty.
3. To represent students' needs and wants in regard to the administration of the Graduate Interdisciplinary Program in Second Language Acquisition and Teaching.
4. To provide a forum for the presentation of innovative ideas to the benefit of the University, local, national, and international community.

ARTICLE III – Membership

1. Any students of the Graduate Interdisciplinary Program (GIDP), who are majoring or minoring, in the Second Language Acquisition and Teaching (SLAT) are eligible to become members of Second Language Acquisition and Teaching Student Association (SLATSA).
2. Only members in SLATSA can hold office of this organization.
3. Non-student SLAT affiliated individuals, such as faculty and staff, could be associate members, but may not hold office.
4. All members who accept roles within the organization are expected to uphold the responsibilities associated with their positions and demonstrate a commitment to active and ethical participation in SLATSA.

ARTICLE IV – Officers

1. Positions

The officers in this organization are comprised of the following positions: Two Co-Chairs, SLATSA Recorder/Secretary, one or two Social Coordinators, Co-editors of the Journal of Second Language Acquisition and Teaching (JSLAT), three to five members of the SLAT Roundtable Committee, one Webmaster, and two SLATSA Liaisons/ExCo Representatives

2. Election of officers

- a. Candidates for election will be nominated by the SLAT community. SLATSA may call for nominations for the officers for the upcoming academic year via an electronic form of nominations.
- b. Officers will be elected through an electronic ballot. Each SLAT-affiliated student may cast a vote. A majority of votes will constitute a victory.
- c. Election of officers will take place each Spring semester between the months of March and April (i.e., before the final SLATSA meeting of the Spring semester). An election will be held for any unfilled positions in early Fall.

3. Officer Terms

All officers will serve for the duration of the academic year (Fall to Spring). In many cases, officer duties will require service over the summer *preceding* the academic year for which they are elected. New officers are highly recommended to attend the final SLATSA meeting of the academic year that *precedes* the term for which they are elected to facilitate the process of the takeover of duties from the current officers.

4. Recall of officers

- a. Officers are subject to recall for malfeasance in office
- b. Recall procedures will be initiated at the request of five active members
- c. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties
- d. A majority of those active members voting in a recall at the end of the hearing is necessary to remove any officer.

5. Officer Duties

All officers will update and revise the module for the job when necessary.

A. 2 Co-Chairs

The following duties will be shared equally among the two Co-Chairs:

- i. Be the official representatives of SLATSA for faculty and prospective students
- ii. Write a welcome email to the incoming students as soon as information about them is released by SLAT Program Coordinator (i.e., by June)
- iii. Invite a SLAT faculty member to serve as the SLATSA faculty advisor for the year
- iv. Recruit and assign peer mentors (buddies) for incoming students and write an email to incoming students introducing them to their peer mentors

- v. Coordinate and/or designate all activities of SLATSA. Coordinate in conjunction with officers, and delegate as needed
- vi. Advise and assist the Roundtable committee members when needed.
- vii. Call SLATSA meetings monthly or as needed, and organize and facilitate SLATSA meetings and prepare an agenda.
- viii. Organize SLATSA annual nominations and elections.
- ix. Connect newly elected officers to predecessors for orientation into position.
- x. Work with SLAT Program Coordinator about current state of SLATSA university account, and allocate SLATSA bank account and funds
- xi. Collaborate with SLATSA members to fundraise for social events and activities (book sales, bake sales, etc.)
- xii. File tax form 990-N before May for SLATSA bank account.
- xiii. Welcome new students at fall orientation, and in the first or second week of Proseminar.

Ideally, each Co-Chair will hold a two-year term position, and only 1 Co-Chair will have to be newly elected every year. This is to ensure consistency and sustainability to the Association.

B. SLATSA Recorder/Secretary

- i. Take and share SLATSA meeting minutes
- ii. Attend SLATSA meetings
- iii. Assist in coordination of other SLATSA activities, if needed.

C. Social Coordinator (One, or Team of Two)

- i. Brainstorm a minimum of two social event ideas for each semester and decide on it after a discussion with SLATSA Co-Chairs
- ii. Have the event date in mind at least a month before the event takes place
- iii. Send an email to Debbie **at least** three weeks before the event takes place
- iv. Decide on the timing and the venue for the social event
- v. Confirm that the venue can accommodate the attendees. If needed, book a room on campus **two weeks** before the event takes place If applicable, communicate with any external vendors (caterers, entertainment, etc.) to confirm details, payment, and participation rules (e.g. how many people are allowed, is it allowed to bring food, can there be a discount for a group of people, etc.)
- vi. If shopping needs to be done, shop for the social event. If needed, get help from the SLATSA Co-Chairs or other SLATSA members.
- viii. Keep track of expenses related to the event and ensure that spending stays within the allocated budget.
- ix. Advertise the event by word of mouth talking to SLAT students and faculty when possible
- x. Arrive early to set up the venue, and arrange seating.
- xi. Organize and oversee the cleanup process after the event, ensuring that the venue is left in good condition and that any rented items are returned.

xii. After the event, with SLATSA Co-Chairs, review what went well and what could have been done differently for future events.

D. Co-Editors of the Journal of Second Language Acquisition and Teaching (Team of 2-3)

- i. Share proposed call, deadline dates, and posting date with SLATSA Co-Chairs.
- ii. Send out calls for papers, and promote calls for papers, announcing it on the Roundtable website and social media.
 - iii. Read and review submitted papers
- iv. Supervise first round of reviews and coordinate review process Find reviewers inclusive of all SLAT areas and guest editors as needed
- v. Conduct final reviews of accepted papers
- vi. Prepare manuscript for publication
- vii. Arrange posting of JSLAT articles with UA Library to arrange publication of JSLAT articles
- viii. Meet and work with SLATSA Faculty Advisor
- ix. Attend SLATSA meetings

E. Roundtable Committee Webmaster

- i. Keeps the Roundtable website updated with SLAT Roundtable information
- ii. Attend SLATSA and Roundtable Committee meetings

F. SLAT Interdisciplinary Roundtable Committee (Team of 3 - 5)

- i. Serve as principal organizing body of the SLAT Roundtable.
- ii. Based on the collaborative discussion with the RTC members, fairly divide the duties below. Duties include (but are not limited to):
 - Create and distribute Call for Proposals
 - Select and organize reviewers and reviewing process
 - Accept/reject submissions and send notification emails
 - Draft and publish schedule and program
 - Respond to inquiries
 - Reserve rooms
 - Coordinate and/or delegate the purchase of food
 - Assist Keynote Speaker before and during Roundtable. Introduce speaker at the beginning of their keynote speech
 - Assist Plenary Speaker before and during Roundtable. Introduce speaker at the beginning of their plenary speech
 - Oversee budget for SLAT Roundtable in cooperation with the SLAT administration and SLATSA Roundtable Committee
 - Write grant proposals for the Roundtable in collaboration with another member
 - Maintain and work on increasing a budget and financial records for the Roundtable
- iii. Communicate roundtable updates to the SLATSA Co-Chairs and create a registration, program schedule, speakers, accommodations, etc.
- iv. Attend SLATSA meetings

G. SLATSA Liaison/ExCo Representative (Team of 2)

- i. Serve as a liaison between SLATSA and SLAT Executive Committee (ExCo);
- ii. Attend monthly meetings of SLAT Executive Committee
- iii. Contact SLATSA members prior to meeting to inquire of any issues or concerns that need to be addressed to SLAT ExCo, present any issues or concerns from SLATSA to SLAT ExCo. Take meeting minutes at SLATSA ExCo meetings
- iv. Report meeting minutes to current SLATSA members
- v. Attend SLATSA meetings

ARTICLE V – Committees

1. JSLAT/Publication Committee

The JSLAT/Publication Committee of the SLATSA is composed of two members, Co-editors of JSLAT. The JSLAT/Publication has responsibilities for the Journal of Second Language Acquisition (JSLAT) and all other publications.

The JSLAT/Publication committee can have their committee meetings separated from regular SLATSA meetings. The meetings can be held with or without a SLATSA Faculty advisor as a JSLAT advisor and shall be open for observation, but without the right to speak or vote, to any member of the SLATSA. All acts of the JSLAT/Publication Committee must be reported to the SLATSA meetings.

2. Event and Socializing Committee

The Event and Socializing Committee of the SLATSA may include one or two social coordinator(s) in the SLAT program. The committee is responsible for gathering and socializing among SLAT majors, minor students, and alumni. All acts of the Event and Socializing Committee must be reported to the SLATSA meetings.

3. SLAT Interdisciplinary Roundtable Committee

The SLAT Interdisciplinary Roundtable Committee of the SLATSA contains all the co-chairs of the Roundtable committee, and has responsibilities for all the preparation and process of the annual interdisciplinary roundtable of the SLATSA.

The SLAT Interdisciplinary Roundtable Committee can have its committee meetings separated from regular SLATSA meetings. The meetings shall be open for observation, but without the right to speak or vote, to any member of the SLATSA. All acts of The SLAT Interdisciplinary Roundtable Committee must be reported to the SLATSA meetings.

4. SLATSA Representative and External Affair Committee (ExCo representative(s))

The SLATSA Representative and External Affair Committee has responsibilities for attending external affairs (such as ExCo committee meetings) as a representative of the SLATSA and helping both the SLATSA and other organizations remain informed. All the meeting minutes that

the committee members attend must be reported to the SLATSA meetings.

ARTICLE VI – Advisor

The organization shall have at least one faculty advisor, known as SLATSA Faculty Advisor. The advisor of the SLATSA will be preferentially considered and invited among SLAT-affiliated faculty members. Responsibilities and expectations of SLATSA Faculty Advisor shall be (1) to counsel on overall issues regarding operations of this organization as the SLATSA requests, (2) to serve as an advisor for the Journal of Second Language Acquisition and Teaching, which includes consulting JSLAT Editors and writing a preface of a volume of JSLAT, and (3) to attend SLATSA meetings. Advisor(s) may not have decision-making or voting authority within the organization.

ARTICLE VII – Meetings

Meetings will be open to all active and associate members of the organization, the SLAT community, faculty, and representatives of other student organizations.

Meetings will be held monthly or as needed. A notice of at least one week will be given prior to all meetings. The meetings are organized and controlled by officers and active members.

ARTICLE VIII – Amendment and Voting

The constitution and by-laws may be amended by a 2/3 majority vote of those voting, a quorum being present.

Voting on amendments must be conducted after a minimum notice of two weeks.

ARTICLE X – Not-For-Profit Statement

This is a not-for-profit organization.

ARTICLE XI – Statement of Non-Discrimination

This organization shall not discriminate on the basis of race, color, religion, sex, national origin, disability, veteran status, sexual orientation, or gender identity in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office.

ARTICLE XII – Statement of Non-Hazing

This organization will not conspire to engage in hazing, participate in hazing or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to a fellow student or person attending the institution.

ARTICLE XIII – Statement of Compliance with Campus Regulations

This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws.