

The Constitution of the Materials Writers Special Interest Group of NPO Japan Association for Language Teaching

Name

Article 1

The name of the organization is Kyozaï Kaihatsu Kenkyū Bukai (教材開発研究部会) in Japanese and the Materials Writers Special Interest Group in English and its abbreviation is MW SIG.

Affiliation

Article 2

The Materials Writers SIG is a semi-autonomous group within NPO JALT (The Japan Association for Language Teaching). In the conduct of its activities, the Materials Writers SIG shall comply with the policies and directives of the JALT National Executive Board, and act in accordance with the provisions of the national constitution and bylaws.

Purpose

Article 3

The Materials Writers SIG is a nonprofit organization whose purposes are to foster research, hold periodic meetings and forums, issue publications, cooperate with interested professional organizations, including other JALT SIGS and Chapters, and contribute to the development of activities in language teaching and learning, social education, and international cooperation.

Membership

Article 4

Individual voting membership shall be open to any JALT National member upon payment of the annual SIG membership fee currently set by JALT.

Annual General Meeting

Article 5

The Materials Writers SIG shall hold an Annual General Meeting (AGM) at the JALT International Conference. The time and place shall be announced to all Materials Writers SIG members at least one month in advance of the meeting. Each Materials Writers SIG member shall have an equal voting right at the Annual General Meeting. Members of the SIG present at the Annual General Meeting will constitute a quorum. At this meeting, SIG officers will report on the state of the SIG's treasury, programs, membership, and publicity during the period since the last Annual General Meeting. Officers for the coming year will be elected at the AGM. Members may also vote for officers via the Internet preceding the meeting.

Executive Board

Article 6

The Executive Board shall be the chief policy-making body of the Materials Writers SIG. The Executive Board consists of officers. Each officer shall have an equal voting right at the Executive Board Meeting. All proposals and motions shall be approved by majority vote of the officers attending the meeting. In the event that voting cannot resolve the issue because the Executive Board members are equally divided on the issue, the Chairperson shall cast the deciding vote.

Officers

Article 7

The Materials Writers SIG has the following officers: Coordinator, Treasurer, Membership Chair, Program Chair, [Publicity Chair,] and Publications Chair. Officers shall be elected and approved at the Annual General Meeting held at the JALT International Conference. Members may also vote for officers via the Internet preceding the meeting. The term of office shall be for one year. An officer shall begin his or her term of office immediately following JALT's Ordinary General Meeting and perform his or her duties until the election at the following year's Ordinary General Meeting. However, reelection shall not be prohibited. Any officer may hold more than one officer position. However, the coordinator and treasurer positions shall not be held by the same person.

Remuneration

Article 8

Officer's expenses needed to perform his or her duties shall be reimbursed.

Publications

Article 9

The Materials Writers SIG shall produce at least three publications, including online versions, per year.

Financial year

Article 10

The Materials Writers SIG's financial year shall begin on 1 April and end on 31 March.

Amendments

Article 11

Amendments to this Constitution must be proposed by at least three members of the Materials Writers SIG Executive Board or at least 5% of the Materials Writers SIG members.

The proposed amendment(s) shall be ratified in a procedure clearly explained to all Materials Writers SIG members in writing and delivered online. The proposed amendment(s) must be ratified by a simple majority of the members voting at the Annual General Meeting. Voting by absentee ballot will be possible.

Bylaws of the MW-SIG

1. Officer Duties and Committees

1. **Coordinator:** The Coordinator shall have general responsibility for coordinating the activities of the Materials Writers SIG Executive Board and for directing the affairs of the Materials Writers SIG. She/he shall preside at the Materials Writers SIG Annual Meeting and at other Materials Writers SIG sponsored events. In the absence of the Coordinator, another officer appointed by the Coordinator shall chair the meeting. The Coordinator will serve as liaison to other similar organizations. The Coordinator shall submit an annual report to JALT.
2. **Treasurer:** The Treasurer shall keep all financial records and collect and disburse all funds of the Materials Writers SIG. She/he shall present an account of the financial status of the organization at the Materials Writers SIG Annual Meeting and submit regular financial reports to the National SIG Treasurer Liaison. The Treasurer shall prepare the financial documents for an internal audit to take place after the

books have been closed at the end of each calendar year.

3. **Program Chair:** The Program Chair shall supervise the planning and organizing of all regular and special programs and provide the necessary information to officers of the SIG or other JALT agencies as needed. S/he shall solicit presentation proposals from Materials Writers SIG members and arrange for vetting them where necessary. S/he shall contact and arrange for speakers to present at the JALT International Conference and SIG Forum and actively offer programs to JALT Chapters, special events of JALT, or other L2 educational organizations within and outside of Japan.
4. **Publicity Chair:** The Publicity Chair shall foster and coordinate telecommunications (email, Internet) among Materials Writers SIG members and is responsible for the management of Materials Writers SIG's member listserv, Officers' group, and SIG website. The Chair shall also make efforts to advertise Materials Writers SIG events in a timely manner in conjunction with the Program Chair.
5. **Membership Chair:** The Membership Chair shall be responsible for registering and renewing Materials Writers SIG membership, keeping membership information provided by members, maintaining a comprehensive and up-to-date list of the membership, databasing for internal analysis, and forwarding membership information to the appropriate JALT officers. The Membership Chair shall assist the [Publicity Chair and] Publication Chair as needed for distribution of Materials Writers SIG publications.
6. **Publications Chair:** The Publications Chair is responsible for editing and publishing at least 3 official newsletters (Between the Keys) per calendar year. Newsletters may be published online, but at least one issue per year will be published in print. The editor is permitted to appoint an assistant newsletter editor and newsletter staff as necessary.

In addition to the six (five) required positions, supporting positions may be instituted to identify other important responsibilities such as: Recording Secretary, Website Editor, Member-at-Large, etc. Any number of volunteer officers may work together as a team using titles to reflect this sharing of responsibilities such as Co-Publicity, etc.

Membership on committees appointed by the Coordinator is open to ordinary SIG members. The chair of each committee, however, must be a member of the Materials Writers SIG Executive Board.

2. Nominations, Elections, Vacancies, and Removals

1. Nominations for officers by members in good standing shall be solicited and accepted by the Materials Writers SIG Executive Board, either in writing prior to the Annual General Meeting or in person at the meeting. Candidates must acknowledge acceptance of nomination, and provide relevant biographical information at the Annual General Meeting.
2. The Executive Board members shall be empowered to poll the voting members in the form of a primary SIG election in order to determine a slate of officers to be presented as a motion for approval by the Annual General Meeting. There is no limit to the number of officer positions that can be created or shared. Voting members shall be Materials Writers SIG Members.
3. If no officer positions are being contested among two or more candidates, the Materials Writers SIG Executive Board may present the full slate of officers to the membership at the Annual General Meeting for approval by the members present. If there are contested positions, elections will take place at the Annual General Meeting or prior to the AGM via the Internet, with the results subject to approval by the Materials Writers SIG Annual General Meeting.
4. If for any reason an office becomes vacant, the vacancy shall be filled by appointment by the Coordinator, subject to approval by the Materials Writers SIG Executive Board.
5. An officer who fails to perform his/her duties under the Materials Writers SIG Constitution and Bylaws or the JALT National Executive Board policies may be removed from office by a three-fourths vote of the Materials Writers SIG Executive Board.

3. Language

For administrative purposes, the working languages of the Materials Writers SIG shall be English and/or Japanese.

4. SIG Activities

In addition to fulfilling its purpose as stated in the constitution, the Materials Writers SIG will place priority on keeping the number of members at 50 or more, the number of officers at 4 or more, and the number of newsletters published per year at 3 or more.

5. Amendments

Amendments to these Bylaws may be proposed by a majority vote of the Materials Writers SIG Executive Board. Any such proposed amendments shall be distributed to the members before the Annual General Meeting. To become effective, proposed amendments must be approved by a simple majority of the members voting at the Annual General Meeting. Alternatively, these Bylaws may be amended by a two-thirds vote of the MW SIG Executive Board.

6. Management of Meetings

The Coordinator shall recommend procedures for the management of the Materials Writers SIG Executive Board and the Annual General Meeting. In case of objections to such recommendations, the Executive Board members present shall discuss and agree upon rules and procedures to manage the meeting, consistent with the Constitution and Bylaws.

This Constitution and Bylaws were approved by the Materials Writers SIG Executive Board on May 31 2011.
This Constitution and Bylaws were approved by the JALT Executive Board on June 25 2011.
This Constitution and Bylaws were approved by the Materials Writers SIG members on November 19 2011.