

Pragmatics SIG Constitution

1. NAME

The name of the organization shall be known as the Japan Association for Language Teaching Pragmatics Special Interest Group (JALT Pragmatics SIG), or JALT Goyooron Kenkyuubukai in Japanese.

2. AFFILIATION

The JALT Pragmatics SIG (The Pragmatics SIG hereafter) is a subsidiary group of JALT (The Japan Association for Language Teaching).

3. PURPOSES

The JALT Pragmatics SIG is a not-for-profit organization whose purposes shall be to stimulate research in pragmatics including cross-cultural pragmatics, interlanguage pragmatics and pragmatics-related areas, support its development through exchange between researchers, and increase networking opportunities among language professionals who are interested in pragmatics.

4. ACTIVITIES

The Pragmatics SIG shall conduct the following activities for the purposes listed above.

- a) Annual Meeting
- b) Meetings, workshops, symposiums, lectures
- c) Publications of newsletters
- d) Other necessary activities

5. OFFICIAL LANGUAGES

The official languages of the Pragmatics SIG shall be English and Japanese.

6. MEMBERSHIP

Members will fall into the following two categories.

- a) Full members: Individual voting membership shall be open to any JALT member upon payment of the annual membership fee currently set by JALT
- b) Special members: Individual non-voting membership shall be open to non-JALT members upon payment of the special annual membership fee.

7. OFFICERS AND ADMINISTRATION

- a) The Pragmatics SIG Coordinating Committee is the policy-making body of the SIG

and is comprised of the following officers: Coordinator, Director of Publications, Newsletter Editors (English and Japanese), Treasurer, Membership Coordinator, Program Coordinator, Publicity Coordinator, E-mail List Manager, Website Editor, News Letter Distributor, At-Large Members.

b) Terms of Officers elected at the Annual Meeting shall start immediately and be effective until the election at the following year's Annual Meeting.

c) Former officers are expected to help in the completion of projects planned and begun during their tenure.

d) With the exception of the Coordinator, one person may hold more than one office.

8. NOMINATIONS, ELECTIONS, AND REMOVALS

a) Elections shall be held at the Annual Pragmatics Meeting by voice vote. Voting shall be by secret written ballots when there are contested positions.

b) Nominations for Officers may be submitted in writing prior to the election or proposed from the floor at the Annual Meeting. Any member of the Pragmatics SIG may nominate members in good standing for any office.

c) Before announcing the results of an election, ballot results, if any, shall be examined by at least two Pragmatics SIG officers or three Pragmatics SIG members who are not candidates for the office/s in question.

d) In the event of a tie vote, the deciding vote shall be cast by the chair of the Annual Meeting.

e) If an officer resigns or vacates his/her position, all Pragmatics SIG Coordinating Committee members shall be informed of the vacancy. They shall have one week to seek nominees. They then shall elect a successor to serve in that position until the next Annual Meeting. Ballots in the case of a contested position may be sent by fax, mail or e-mail to the designated elections officer, a Coordinating Committee member not contesting the position.

f) An officer who fails to perform his or her duties under the Constitution or Bylaws may be removed from office by a two-thirds vote by secret ballot of the Pragmatics SIG coordinating Committee (excluding the officer in question) if a petition requesting removal signed by at least 5% of the membership is submitted to the Committee. The officer in question shall be notified of the petition, allowed to make a rebuttal to the Committee, and offered the option to resign if the Coordinating Committee decides the petition is valid.

g) A notice announcing the Officers of the Pragmatics SIG shall be mailed to all Pragmatics SIG members in the first newsletter after the election.

(4) Treasurer

The Treasurer shall keep all financial records, and collect and disburse all funds of the Pragmatics SIG. They shall present an account of the financial status of the organization at the Pragmatics 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.

(5) Membership Coordinator

The Membership Coordinator shall be responsible for registering and renewing 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.

(6) Program Coordinator

The Program Coordinator 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. They shall solicit presentation proposals from the Pragmatics SIG members and arrange for vetting them where necessary. They shall contact and arrange for speakers to present at the JALT International Conference and SIG Symposium, actively offering programs to JALT Chapters, special events of JALT or other L2 educational organizations.

(7) Publicity Coordinator

The Publicity Coordinator is responsible for creating, maintaining, copying and distributing promotional material on the SIG for prospective members. They will cooperate with the Director of Publications, and Website Editor on SIG publicity and will work to establish a network and maintain links with other similar organizations and associations outside of Japan. They will encourage and promote research and exchange of research findings with such organizations and associations.

(8) E-mail List Manager

The E-mail List Manager will manage the SIG's e-mail discussion list.

(9) Website Editor

The Website Editor will create and maintain the SIG's Homepage in cooperation with the other officers.

(10) At-Large Member

The At-Large Member/s will perform the duty of the recording secretary. They will be responsible for having minutes taken in the designated language at the SIG Annual Meeting, having them provided to the Coordinator and Director of Publications in a

timely manner and maintaining a file of all SIG meeting proceedings. They will be responsible for the supervision of the annual election of SIG officers or providing disinterested mediation and procedures in other contested situations.

3. Conflicts of Interest

Pragmatics SIG officers must attempt to avoid conflicts of interest between their professional duties of office and their private interests. Specifically, a potential conflict of interest shall be said to exist in the following situations.

- (1) A person editing a Pragmatics SIG publication decides whether their own article should be published or how it should be edited.
- (2) A Pragmatics SIG officer wishes to represent this organization as a speaker at a JALT event.
- (3) A SIG officer uses resources of the SIG to promote the sale of commercial materials or services, or to seek employment opportunities or elective offices, or uses the name of the SIG for commercial purposes.

4. Guidelines for Avoiding Conflicts of Interest

When conflicts of interest prescribed in Article 3 of the Bylaws exist, all members must be informed through the newsletter or mail of Pragmatics SIG publishing or presenting opportunities. Then, officers should consider the following guidelines.

- (1) Any person(s) editing a Pragmatics SIG publication may write articles for that publication. However, they must abstain from deciding whether their article(s) is published and how it is edited. The decision to accept/reject and to edit such an article must be made by the other SIG officers or editorial board members.
- (2) Any officer may represent the SIG at a conference, but must abstain from the process of selection of their own proposal or presentation.
- (3) Any officer may engage in commercial activities, but must not associate the name or resources of the SIG or any JALT forum with commercial or politically motivated activities.

4. Amendments to the Bylaws

Amendments to the Bylaws may be proposed and carried out in the same manner as constitutional amendments. In addition, these Bylaws may be amended by a three-quarters vote of the Pragmatics SIG Coordinating Committee.