



The Japan Association for Language Teaching

**Executive Newsletter
(JENL)**

Volume 47 No. 2

Saturday, 26 June 2021 – Sunday, 27 June 2021

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Meeting Schedule:

26 June (Saturday) schedule:

EBM: 13:00 - 17:00

Location: Room #406 (中会議室406) or virtually

Attendees: All members

Pre-Conference Planning Committee Meeting: 9:00 - 11:00

Virtually

Attendees: PCPC members

27 June (Sunday) schedule:

Pre-Conference Planning Committee Meeting: 09:00 - 10:30

Virtually

Attendees: PCPC members

EBM: 9:00 - 14:30

Location: Room #406 (中会議室406) or virtually

Attendees: All members

OGM: 14:30 – 15:30

Location: Room #406 (中会議室406) or virtually

Attendees: All members

Meeting Headquarters:

Hybrid (on Zoom and in Tsukuba)

Site: Tsukuba International Congress Center (Epochal Tsukuba)

Address: 〒305-0032 茨城県つくば市竹園2丁目20番3号

2-20-3 Takezono, Tsukuba-shi, Ibaraki-ken 305-0032

Telephone: 029-861-0001

Main URL for Tsukuba International Congress Center (Epochal Tsukuba)

<https://www.epochal.or.jp/en/>

Tsukuba International Congress Center (Epochal Tsukuba) Access:

<https://www.epochal.or.jp/en/transportation-access/>

Map: https://www.epochal.or.jp/ja/交通アクセス/#wide_map

From Akihabara station: 45 minutes by Tsukuba Express Line

From Tsukuba station: 10 minutes walk

Accommodation:

Daiwa Roynet Hotel Tsukuba

Address: 〒305-0031 茨城県つくば市吾妻1-5-7

1-5-7 Azuma, Tsukuba-shi, Ibaraki 305-0031

Telephone: 029-863-3755

Main URL: <https://www.daiwaroynet.jp/en/tsukuba/>

Access: From Tsukuba station A5 Exit: 1 minute walk

<https://www.daiwaroynet.jp/tsukuba/access/>

Important Information if you are attending in person:

1. Accommodation:

- Deadline for changes to your reservation:
- Changes to your room reservation will be accepted by JCO only until 11 June 2021 Friday at 15:00
- Extra rooms/nights may be available:

If you want to arrive a day early, then let JCO know so that you can be advised as to availability and cost for a hotel room.

If you cancel your reservation on or after the deadline for changes above, you will need to pay all associated cancellation fees.

2. Officers arriving by airplane:

Please note that JALT will ONLY reimburse for the lowest cost airfare.

Please consider using an LCC (Low Cost Carrier) if possible, reserve hayawari discount tickets, or arrange a plane/hotel package to help keep the overall expenses for the EBM within budget.

3. Travel reimbursement:

- Please remember to get receipts (領収書 or 'ryoushuusho') for your travel in the name of "NPO JALT" and turn in an Officer Expense Claim form at the EBM.
- OEC forms will be available for you at the EBM, or you can download one before the meeting.
- As JCO reimburses your travel expenses through a bank transfer, all officers who have not submitted or updated the relevant bank information need to include a copy of the inside front page of the bank passbook or a readable photocopy of the bank cash card with the submitted Officer Expense Claim form at the EBM. The provision of accurate and exact bank information will help us to ensure prompt reimbursement to your account. Thank you for your understanding and cooperation with this policy.

4. Food

- Breakfast is not included with your hotel accommodation.

5. Eligibility for reimbursement:

- Please note that expense reimbursements can only be made to officers attending the EBM who are current JALT members in good standing and who are members of the Executive Board (Chapter Presidents and SIG Coordinators or an officially designated representative) or who have been specially invited (appointed officers and committee members).

• Anyone who is attending on behalf of another officer must be a JALT member in good standing and must be present under a Power of Attorney form (see below), signed by the relevant Chapter President or SIG Coordinator and submitted to JCO in a timely manner. If these conditions are not met, the attendee will not have voting privileges, accommodation will not be paid for, and transportation fees will not be reimbursed.

Documentation for the EBM

Please note that the following documents can be downloaded from the "Officer Resources" section of the JALT website.

1. OEC (Officer Expense Claim):

These forms will be available at the meeting as well as by download from the Officer Resources section of the JALT website.

2. JENL (JALT Executive Newsletter):

Director of Records, Kenn Gale, will post a message to the EBM-Net when the JENL is available for download (no later than 11 June 2021). Please note that printed copies of the JENL will NOT be available at the EBM, so be sure to bring a paper or digital version of it with you to the meeting. In the interest of saving paper, we recommend downloading a digital version.

3. Power of Attorney and ininjo (委任状): (IMPORTANT!)

All Chapters and SIGs who wish to have an individual other than the Chapter President or SIG Coordinator officially represent their group at the EBM need to transfer their voting rights to that person by sending a Power of Attorney form to JCO by 23 June, 2021 (Wednesday). The form needs to be signed by the President or Coordinator and sent by postal mail to JCO (address below, instructions are included with the form download). The form is available at <https://jalt.org/officer-resources/proxies>

Postal address: The Japan Association for Language Teaching, Urban Edge Bldg 5F, 1-37-9 Taito, Taito-ku, Tokyo 110-0016

Due to the state of emergency situation throughout Japan, the office staff at JCO is working remotely. Therefore, we ask that you send a scanned PoA to jco@jalt.org by email attachment before posting the hard copy in the mail to JCO. We appreciate your cooperation during these difficult times.

The download also includes an ininjo (委任状) that transfers your vote to the chair of the meeting. GIVEN THE LOGISTICAL CHALLENGES INVOLVED, WE WOULD PREFER YOU SUBMIT THIS FORM, WHICH IS AVAILABLE NOW.

4. Absentee Voting:

Voting members of the Executive Board who do not submit the above form will be able to submit an absentee ballot allowing for votes on announced agenda items. When the JENL is published (11 June 2021), there will be an absentee vote form available.

Please send your absentee votes by postal mail to JCO no later than 23 June (Wednesday).

5. Access to Officer Resources:

To get the JALT Executive Newsletter (JENL), view past JENLs, EBM minutes, get Power of Attorney or OEC forms, and much, much more, please visit the Officer Resources section of jalt.org.

Login section:

Click on "Sign in" at the top right-hand side of the jalt.org website and enter the email address that you use for your personal JALT membership.

Please note that if you HAVE NOT logged into the JALT website since March, or if your password is not working, you may need to RESET your password. Please use your OWN personal JALT log in email when you reset your password.

Use the "Request New Password" function on the login section:

<https://jalt.org/user/password>

It's a very simple process but if you need clearer instructions, please watch this video.

After successful login, the Officer Resources section will be available via the "Groups" header menu item, or click on this link:

<https://jalt.org/main/officer-resources>

Some officers may not be able to access the Officer Resources section if their membership data is

incorrectly listed on the JALT site, or their officer role has not been entered on the website. If you experience this issue, please contact Ms. Junko Shirakawa at jco@jalt.org. We apologize for any inconvenience here.

The contents of this Executive Newsletter are vital to the smooth operation of our organization. Please read them carefully and thoroughly prior to the meeting. If you have questions, comments, or discussion points, please share them on EBM-Net in advance of the meeting.

If you have questions, comments, or ideas about improvements or innovations related to the Executive Board Meetings, please contact me at president@jalt.org

Thank you again for your hard work and contributions to the JALT community,
Dawn Lucovich
JALT President

Getting ready for the EBM

BEFORE YOU COME TO THE EBM

- Please print out this JENL or put it on a digital device. There will be no extra copies at the meeting.

DON'T FORGET TO BRING ...

- This JENL
- The NPO Laws in English and/or Japanese; they are also found in "Officers Resources" on jalt.org
- Comfortable clothes (we're quite a casual group) & good walking shoes
- Open mind and open ears

WHAT TO DO ...

- Read this JENL and talk about it with your chapter or SIG co-officers. Pay special attention to the motions in New Business. Officer reports and minutes of past meetings will also give you a picture of all the hard work volunteers are doing at the national level.
- Familiarize yourself with the Standing Rules and the Constitution and Bylaws.
- And if you're feeling really ambitious, download and scan the JENLs and meeting minutes from the last year to familiarize yourself with issues that have been covered at previous meetings.

DURING THE MEETING

DON'T BE AFRAID TO ...

- Ask questions for clarification – everyone should understand what's going on
- Tell speakers to speak louder if you can't hear them
- Take a quick break during discussions if you need to use the restroom, make a call, etc.

PLEASE TRY TO ...

- Make your points clearly and concisely
- Keep your comments under 2 minutes
- Let other people have a turn to speak

JALT Acronyms

You may find the following acronyms used in this JENL and at the meeting.

AM	Associate Member: business or organization member of JALT
BOD	Board of Directors (seven elected officers)
CRL	Chapter Representative Liaison
COC	Code of Conduct Committee
DAC	Domestic Affairs Committee
EBM	Executive Board Meeting
EME	Educational Materials Exhibition (at the annual JALT international conference)
FSC	Financial Steering Committee; prepares and reviews the budget before presenting to the EBM
IAC	International Affairs Committee
JCO	JALT Central Office
JENL	JALT Executive Newsletter (this document!) contains officer reports, agenda items, and financial data for the upcoming Executive Board Meeting
JJ	<i>JALT Journal</i> (JALT's semi-annual peer-reviewed publication)
MAS	Monthly Accounting Statement
NEC	Nominations and Elections Committee
NPO	Nonprofit Organization (what JALT is)
OEC	Officer's Expense Claim form; use this to submit expenses for reimbursement
OGM	Ordinary General Meeting; twice yearly business meeting of all JALT officers and members who attend; only these meetings are recognized by the Tokyo Metropolitan Government Legal Affairs Bureau, which has granted JALT NPO status, as the required meetings that must be held
PAC	Pan-Asian Consortium of Language Teaching Societies, of which JALT is a member organization.
PanSIG	Spring mini-conference organized by many of JALT's SIGs
PCP	Postconference Publication
PCPC	Pre-Conference Planning Committee
RPAC	Regional Professional Activities Committee
SIG	Special Interest Group
SRL	SIG Representative Liaison
TLT	<i>The Language Teacher</i> (JALT's bimonthly peer-reviewed publication)
UALS	United Associations of Language Studies
YLS	Young Learners Subcommittee

Agenda for the Second Executive Board Meeting of 2021

ITEM 1. Determination of Voting Eligibility

In order to reach a quorum for the EBM, according to Article 35 (2) of the JALT Constitution, “2/3 of Directors and Auditor, and majority of the representatives of Chapters and Special Interest Groups shall constitute a quorum.” So the calculation for quorum is as follows:

Officers	Total	Number needed for quorum	Numbers present**	Voting members
7 Directors & 1 Auditor		(2/3) 6		
32 voting chapters 28 voting SIGs		(Majority) 31		
TOTALS				

Auditor has no vote.

Non-voting members in attendance
(Not counted in quorum) _____

TOTAL ATTENDANCE _____

** Including proxies for voting members

Quorum established at _____ p.m.

ITEM 2. Final Determination of Agenda

Changes:

ITEM 3. Acceptance of February 2021 EBM Minutes

The minutes of the February 2021 EBM are in this June 2021 JENL, Appendix A

ITEM 4. Officer and Committee Reports

President (Dawn Lucovich)

We received 43 responses to the first-ever EBM Feedback Form deployed after the February 2021 EBM. Thank you very much for your responses. We have implemented many of the points of feedback into the June 2021 EBM and will continue to do so in order to improve our methods of shared governance.

In April, I participated in the 3-day TESOL Affiliate Network Virtual Event with other TESOL affiliate leaders. I also published an article in their bi-annual newsletter to raise awareness of JALT, report on the ZPD (see below), and to invite interested parties to attend our conference. My other activities for our international affiliates can be found in the IAC report.

The BoD held its first hybrid weekend meeting in Fukuoka and online in May 2021. This served as a small-scale pilot using new technology ([Meeting OWL Pro](#)) as we expect all future BoD weekends and EBMs to be hybrid. I also conducted one-on-one meetings with each of the directors for a total of 15 hours to discuss director roles, duties, and the future of the organization. The BoD continues to meet weekly via Zoom; by the end of June, we will have met for over 20 hours.

I continue to host a casual informal monthly event, the JALT Zoom for Professional Development (ZPD), which is free and open to members and prospective members. Thank you for continuing to support the ZPD by attending, promoting, or encouraging your chapter/SIG/committee/colleagues to attend!

Month	Guest Host	Number of Attendees
January	President	40+
February	Director of Public Relations	70+
March	Treasurer	60+
April	Membership	60+
May	Auditor, Director of Records	40+
June	Code of Conduct Committee, Mentoring and Orientation Committee	—

In order to not conflict with the EBM, the next ZPD will be on **Wednesday, June 30th at 20:00-21:00**. You can RSVP, request breakout room topics, or volunteer to facilitate a breakout room if there's something you'd like to discuss at bit.ly/ZPDRSVP. The ZPD has successfully signed up and oriented new members, re-involved past members, advertised to prospective members, introduced JALT leaders and their roles, and enabled current members to network, discuss, and connect.

Since the last EBM, I have been continuing to dialogue with chapters/SIGs/committees within JALT. Please check your official JALT email address (@jalt.org). I highly recommend checking this address frequently—or setting up forwarding to a frequently checked email address and archiving the copy.

Thank you for your continued hard work as leaders of JALT. I always welcome your ideas, innovations, and thoughts by email or Zoom.

Vice President (Robert Chartrand)

Due to safety concerns related to the COVID-19 pandemic, the staff at JCO have been mostly working from home and going to the office in Tokyo as necessary. We are grateful for their hard work during these difficult times.

On January 1, 2021 JALT changed its email and other systems to Google Workspace (formerly known as G Suite). This includes all of the applications that are included in the NPO account including Gmail, Drive, Groups, and so on. By using a JATL.ORG email address, JCO staff and JALT officers will have access to all the Google Workspace applications.

In March 2021, the JALT website and database were updated and put online for greater access and ease of use by JCO, JALT members, JALT officers, Associate Members and the general public. Membership data and administrative functionality have greatly improved over the previous version of the website/database and we have implemented direct functionality so that membership officers can now have access to current membership lists without requesting the information from JCO. I am happy to report that the transition was completed in March and most of the problems have been worked out in the transition process.

The JALT BoD decided to subscribe to a project management software tool called “Basecamp.” JALT purchased a one-year license that allows unlimited access for JALT officers to organize “Teams” and “Projects” that could help with the communication flow within the JALT organization. Chapters, SIGs, Committees and other groups who are JALT members, can create groups and discussion topics. For example, a SIG can create a “Team” for regular discussions and then create “Projects” such as conference discussions or other specific items. There are various possibilities to use Basecamp for different types of situations and the BoD is investigating what those best practices might be. JCO, the BoD and various groups within JALT have already started using Basecamp and will benefit from greater ease of communication within the organization.

Director of Membership (Melodie Cook)

I. Good news!

Thanks to educators being brought together to innovate as they cope with the new demands placed upon them by COVID-19 and initiatives such as the monthly Zoom for Professional Development (ZPD) meetings, membership has been on an upward trend since last December. I’m happy to report that the membership orientations I’ve been hosting in a breakout room at the ZPD meetings have been popular, well-attended, and new and joining members have reported feeling welcome to the JALT family! I’ve created a pptx/pdf for orientation of new members and have encouraged all membership chairs to share their welcome emails as an effort to encourage them to list the benefits JALT offers to new members.

II. Membership Census

It’s five years since our last membership census, so we are developing a new one and will be sending it out later this summer. Please encourage all members to complete it! My thanks to the membership committee for all their help and advice in this endeavour!

III. Notes and Reminders

1. Please use the new guide for Chap/SIGs on how to work with our Associate Members (AMs) at <https://jalt.org/officer-resources/miscellaneous> It explains how to solicit AM participation in, and sponsorship of, your events. For those of you who have already begun

such a relationship, simply skip over the first three steps to see how to complete the organization and accounting steps. A complete list of JALT AMs is available at <https://jalt.org/main/sponsors>

2. Please make best use of “**Getting Involved in JALT,**” now available at <https://jalt.org/main/getting-involved-jalt> This document references pretty much everything we do in JALT, with an emphasis on how members can become involved to achieve their personal ambitions for professional development. It can be an invaluable recruiting tool for your Chapter or SIG.

IV. Membership Numbers Summary and Comparison

A few notes on the charts below:

1. X-None is for the members who did not choose to join a SIG.
2. Z-None is for the members who did not choose to join a chapter.

Category	12/25/2020	4/28/2021
Associate Members (displaying)	15	12
Associate Members (presenting)	13	12
Associate Members (supporting)	0	0
Complimentary Members	4	6
Group	116	123
Joint	44	43
Overseas Members	31	35
Regular	1,764	1,810
Senior	85	85
Student	43	39
Institutional Subscriber	82	73
TOTAL	2,197	2,238 (+41)

SIG	12/25/2020	4/28/2021
ALL - Accessibility in Language Learning	-	7
Bilingualism	119	121
Business Communications	43	48
BRAIN - Mind, Brain & Education	138	146
CALL - Computer Assisted Language Learning	268	276
CUE - College & University Educators	442	459

CT - Critical Thinking	81	89
ER - Extensive Reading	157	154
CEFR & Language Portfolio	62	70
GALE - Gender Awareness in Language Education	59	65
GILE - Global Issues in Language Education	118	128
ICLE (no vote) - Intercultural Communication in Language Education	95	98
JSL - Japanese as a Second Language	43	45
LD - Learner Development	153	168
LiLT - Literature in Language Teaching	67	71
Listening	-	6
LLL - Lifelong Language Learning	36	40
MAVR - Mixed, Augmented, and Virtual	23	23
MW - Materials Writers	70	70
OLE - Other Language Educators	23	23
Pragmatics	113	123
PIE - Performance in Education	39	43
SO - School Owners	29	22
SA - Study Abroad	92	105
TBL - Task-Based Learning	105	106
TD - Teacher Development	118	129
TEVAL - Testing & Evaluation	86	91
THT - Teachers Helping Teachers	49	54
TYL - Teaching Younger Learners	105	108
Vocab - Vocabulary	98	97
XNONE (not selected)	151	149
GRAND TOTAL	2,982	3,134 (+152)

Chapter	12/25/2020	4/28/2021
Akita	26	28
East Shikoku	28	25
Fukui	27	28

Fukuoka	77	80
Gifu	25	27
Gunma	30	30
Hiroshima	74	70
Hokkaido	70	72
Ibaraki	43	39
Iwate-Aomori	28	28
Kitakyushu	26	21
Kobe	83	84
Kyoto	130	131
Matsuyama	21	20
Nagoya	110	117
NanKyu	57	63
Nara	28	30
Niigata	36	33
Oita	28	27
Okayama	35	35
Okinawa	34	35
Osaka	147	146
Saitama	57	59
Sendai	58	61
Nagano	28	29
Shizuoka	33	34
Tokyo	470	489
Tottori	16	15
Toyohashi	23	25
West Tokyo	81	84
Yamagata (no vote)	12	11
Yokohama	92	101
ZNONE (not selected)	54	60
GRAND TOTAL	2,087	2,137 (+50)

Director of Program (Wayne Malcolm)

Hello Executive Board,

I hope all is well in your neck of the woods.

This report will focus on the annual international conference and educational materials exhibition. We are currently planning to have a two-part conference, a face to face event at The Granship in Shizuoka from November 12 to 15, and an online event, the following weekend of November 20 and 21.

At the time of writing this report, we have assurances from The Granship that we can use the venue, and that they will assist us in having a safe face to face conference.

The overall vision is to have a smaller face to face conference with 3 plenary speakers spread over the weekend. A smaller profile of presentations will be programmed with those choosing face to face given the slots in that program. Those who chose the online options will be given slots for the online conference. For the online conference, a plan will be put forth for 4 plenary speakers over the weekend. For both conferences there will be an EME (Educational Materials Exhibition). Unfortunately, for the face to face we are not planning for the usual social events and will leave the planning of those to individuals and groups. Our annual Best of JALT event will be modified this year. Finally, we will work with The Granship and the appropriate authorities for the safest conference child care options.

Moving forward, the Conference Planning Committee will be having meetings Thursday, June 10, 17 and 24 from 1900 to 2000, as well as during the Executive Board Meeting (EBM) weekend, June 26 and 27 from 0900 (for more information on this please contact the Director of Program – program@jalt.org). The EBM meetings will have a hybrid option for those at the EBM who want to attend the conference planning meeting. No one is required to travel to Tsukuba for these meetings (I for one will not be onsite for the meetings).

I am sure people will ask what are the plans for going 100% online. The Granship has given us a date of August 16 to make a final decision regarding use of the venue before our deposit becomes non-refundable. I propose we discuss this situation, and the Conference Planning Committee, in conjunction with the JALT Board of Directors, be given some flexibility to make a final decision by August. Scenarios on the ground seem to be changing all the time, we may find ourselves in really good shape for a face to face. Things make change. If we have to go fully online, we have obviously experienced that before. We know what to do. We will be using Gary Ross's Edzilla conference platform. The procedures and protocols implemented for JALT2020 are being reworked and retooled so we not only implement the vision I previously stated, but also, if necessary, scale up and run the larger conference more effectively and efficiently than last year.

If anyone would like to lend their expertise to the Conference Planning Committee, it is a great way to get experience and insight into a critical part of JALT. We currently need a handbook layout editor, handbook content and copy editor / team, featured speakers liaison, as well as room hosts, video curators, etc. Ideally, we will have a face to face team and an online team designing and working each conference. For more information on this, and the Conference Planning Committee meetings contact me at progam@jalt.org.

Director of Public Relations (William Pellowe)

Director of Public Relations
Bill Pellowe

This past year, three investments have paid off for us. First, our subscription to Hootsuite allows me to schedule social media posts, which helps a lot in the lead up to our big deadlines such as the conference call for presenters, registration deadlines, grants, and more. Second, our subscription to Canva has helped me create professional-looking graphics for social media. Third, we have occasionally “boosted” posts on Facebook and Instagram by paying small amounts (such as 1,000 yen over five days) to ensure that our message reaches a wider audience. Judicious use of these boosts will continue to help us expand our reach.

JALT’s new website contains many features that had been on our wishlist for years, and I have been helping chapters, SIGs and committees learn how to best use the website in their own publicity efforts. I created a handful of video tutorials that can be found listed on JALT HQ in Basecamp. (Basecamp is essentially a communication and project tool that JALT has started using; if your group isn’t participating in Basecamp yet, send your email to the BoD and we can send you an invitation to join.) If anyone needs some help with their presence on the JALT site, please feel free to contact me, or join one of our monthly ZPDs (Zoom for Professional Development sessions, listed on the JALT events calendar).

With the new website came new newsletter software for me to use with our monthly newsletter, renamed “JALT Talk.” This allows us to better track our various statistics, such as how many people open the newsletter (50%, which is apparently pretty good), how many links are clicked, and so on. The new page to subscribe and see the archive is at <http://bit.ly/jaltnews> . Here is the table of contents from the most recent issue:

1. Teacher Development SIG: Teacher Journeys 2021 call for proposals
2. JALT Research Grant Proposal Deadline: September 30th
3. Seven JALT Members Won TESOL Memberships
4. June 2021: Tech My Share: Call for Presentations!
5. 'Reel to Real 2021 KOTESOL Filmmaking Festival and National Conference' Call for proposals
6. Performance in Education SIG Call for journal submissions
7. The 3rd Performance in Education: Research & Practice Conference/Student Showcase/Film Festival Call for proposals
8. PanSIG 2021 Report and Call for 2023 Chairs
9. JALT Publications (PanSIG; SIGs: Teacher Education and Development, Learner Development, Computer Assisted Language Learning, Business Communication)
10. Upcoming JALT Events (17 total)

Our social media followers continue to grow:

Twitter:

@jaltorg 1,910 followers
@JALTconference 1,405 followers
@JALT_HQ 1,742 followers

Instagram

@jaltconference 593 followers

Facebook

JALT.conference page 4,246 followers

LinkedIn

JALT Annual International Conference page 236 followers

JALT Group 1,602 members

NPO JALT EXECUTIVE NEWSLETTER – JUNE 2021

YouTube

1,225 views in the past 28 days

764 subscribers

689 public videos

One of the main reasons that our YouTube has expanded so much is the efforts of Mark Brierley and his team who have been uploading the JALT2020 conference videos and the PanSIG 2021 conference videos.

Director of Treasury (Michael Mielke)

NPO JALT successfully passed the External Audit on May 20th, 2021. Please see the Auditor's report for more details.

Thank you to all the Chapter and SIG Treasurers who completed their Monthly Accounting Statements on time. As of June 2, 6 chapters and 3 SIGs have not passed the Internal Examination of their financial statements for the 2020-2021 Fiscal year, but should be completed soon.

As reported in my Financial Report of the 2020-2021 Fiscal year, NPOJALT registered a net deficit of ¥4,179,982. This deficit will be reduced from last year's assets of ¥32,524,107 to make our Reserve Fund ¥28,344,125.

The 2020 - 2021 Fiscal Year was unprecedented in the history of NPO JALT due to the COVID-19 pandemic. There was a lot of uncertainty around whether to hold the International Conference face to face or online. The FSC determined that an online conference made the most sense financially as we could still safely hold the International Conference albeit with much reduced revenues coming in. However, the reduced revenues were offset by the very low expenses of putting on the conference, which still made the conference profitable. By holding the conference, as opposed to cancelling it, JALT was able to fulfill its mandate of supporting language educators and maintain an international presence. Membership numbers saw a decline across all membership types. However, the decline may be attributed to the lack of face-to-face meetings where members can get together to form Group memberships more easily or be approached for renewal. Expenses were much lower due to virtual Board of Director Meetings and EBM meetings. We were able to give a full grant of ¥9,000,000 to chapter and SIGS to help them maintain stability. We were also able to cover the costs to complete our new website and database. Due to our lower travel and conference expenses combined with a government COVID grant of ¥2,660,000 that JCO applied for and received, JALT had a lower deficit than expected.

The 2021-2022 Fiscal Year budget passed at the February, 2021 EBM, saw a two thirds reduction in the grants to the chapters and SIGs. However, the chapters and SIGs have a significant amount of savings to draw upon for the coming year. The FY2021-2022 budget also includes an extra ¥500,000 for the Development Fund, which comes to a total of ¥2,398,794 if needed. (Please see Appendix C for details of the Chapter and SIG funds).

At the time of writing this report the International Conference is preparing for a hybrid format with both a face-to-face conference in Shizuoka and also an online component. In addition, with Chapters and SIGs possibly being able to hold face-to-face or hybrid meetings and events, we hope to see an increase in membership revenue and also increased attendance at events from all over the world. With Chapters and SIGs becoming more proficient at using online payment systems such as PayPal and bank transfers, there is the possibility of being able to increase revenues for hybrid, online events. There is also a strong possibility of new revenue streams introduced by the Business Manager to attract new AMs and bring back old AMs. We also anticipate that JALT BoD meetings and EBMs will be hybrid or completely online for the foreseeable future in the next fiscal year which will also result in reduced expenses.

This year the Treasurer Handbook was updated to include information on setting up online payments for Chapter and SIG events and more recent images of model Officer Expense Claims (OECs) and Monthly Accounting Statements (MASs). In addition, instructions for making digital signatures to allow for easier electronic transfers of OECs and MASs were included. The move toward digital records for monthly and year end accounting should make it much easier to

submit these documents on time, and also lead to modest savings by not having to pay for postage.

All in all, the financial future of NPO JALT looks stable. We will remain vigilant in monitoring both revenues and expenses for the coming year to assure the fiscal health of JALT beyond the continuing pandemic crisis.

Michael Mielke
NPO JALT Director Of Treasury

Director of Records (Kenn J. Gale)

Greetings!

Thank you all so much for your hard work in JALT. I appreciate all your efforts in getting the motions and reports in on time and in the proper format and style. I know it is challenging and I also recognize that officers change on a regular basis and there are many new people who upon joining the EBM are not fully aware of how to do things or the proper steps. Therefore, we are trying to help prepare new officers (and old ones) with training on how to write reports and motions and simplify the process. Also, I am in the process of thinking of ways to better the JENL and make sure all the information necessary is in there and information that is not necessary, left out. As we go to Hybrid style EBMs and also as we begin using BASECAMP more and more for JALT, I am in the process of also finding a way to more effectively use these tools for access to reports/ motions/ discussion items, etc. Please feel free to share any thoughts or ideas with me directly as I am a big believer in collaboration and teamwork. Thank you so much and see you on zoom!

Auditor (Steve Brown)

1. JALT Activities and external audit

I have continued to monitor the activities of NPO JALT, and I am satisfied that the activities of the Directors and the organization as a whole have been conducted within the bounds of the Constitution and Bylaws, as well as Japanese law.

Regarding the annual audit, I met online with the external auditor, Ms. Yuko Takamatsu, in May, together with Michael Mielke (Director of Treasury), Junko Shirakawa (JCO Supervisor) and Hideko Hayashi (JCO bookkeeper). Ms. Takamatsu confirmed that JALT's financial and accounting practices were in order and prepared in accordance with generally-accepted accounting principles. I can therefore conclude that JALT's operations for FY 2020/21 were conducted in accordance with NPO Law.

As usual, however, there are some groups within JALT whose accounts are not fully up to date. Currently on the naughty step in this regard are the Fukui, Gifu and Toyohashi chapters.

2. Quorum at OGMs

Most officers will be aware of the ongoing search for ways of dealing with the issue of gathering enough proxies to achieve quorum at the OGM. This was delayed last year because of the coronavirus, but I am pleased to report that some progress has been made and will be asking for some input from everyone at the EBM: a full report will be presented as a discussion item. *(Please see Discussion Items later in this JENL for more background details.)*

Respectfully submitted
Steve Brown, Auditor
5th June, 2021

Central Office Supervisor (Junko Shirakawa)

JCO Regular Duties

Accounting	<p>Conduct monthly internal audit for all chapters and SIGs</p> <p>Submit JCO Monthly Expense Report to Director of Treasury and Vice President (5th)</p> <p>Take out membership payment information from database to enter income in financial report (10th)</p> <p>Withholding Tax and Residential Tax Payment (10th)</p> <p>Submit Chapter/SIG Shinsei Bank Account Balance List to Director of Treasury and Chapter /SIG Treasurer Liaisons (20th)</p> <p>Submit Internal Examination Status Report to Director of Treasury and Chapter /SIG Treasurer Liaisons (20th)</p> <p>Monthly payment (to vendors and officers) (20th)</p> <p>Salary payment (25th)</p> <p>Post monthly accounts into the Kaikeio, accounting software</p> <p>Submit monthly P/L statement against budget to the directors</p>
Membership	<p>Check credit card payments through Stripe payment service</p> <p>Enter membership registration</p> <p>Issue receipt and change personal information in the database (upon request) (daily)</p> <p>Send TLT and JJ who renew or join during the month (daily)</p> <p>Update 5 main officers in the database</p> <p>Compare officer's names between online list and database list. Check membership status of Chapter/SIG officers and report to Chapter/SIG Reps if there is any officer whose membership has expired (2nd week)</p> <p>Submit the membership statistics report to the directors and the officers</p> <p>Send access information for JALT publications to affiliates</p>
Associate Members	<p>Update AM list on the website (upon receipt of payment)</p> <p>Invoice AMs and non-AMs for their advertisements (upon confirmation of the space).</p> <p>Submit Expired/Expiring AMs list to Business Manager and all directors (10th of the month)</p> <p>Send renewal notices and invoice to AMs and Institutional Subscribers (10th of the month)</p> <p>Monitor advertisements on the website</p> <p>Responded to all inquiries related AMs and publications subscribers</p>
Publication	<p>Receive advertising space requests and reservations for TLT from advertisers and submit the ad list to TLT Web Admin and the printer</p> <p>Collect ad materials (bimonthly/3rd week)</p> <p>Send the mailing labels for TLT and JJ (bimonthly)</p> <p>Copy service for old TLT/JJ articles (upon request)</p>
Administration	<p>Prepare display kit for international/domestic affiliates conferences and send to the representatives</p> <p>Prepare and send display kit or requested materials for Chapter/SIG events</p>

JCO Extraordinary Duties by Month for February 2021 - May 2021

Month	Type	JCO Extraordinary Monthly Duties from February 2021 – May 2021
February	JALT2021 Conference	<p>Attended the PCPC meeting virtually.</p> <p>Provided a Japanese translation for JALT2021 conference website</p>
	Associate Members	<p>Sent out a reminder to submit JALT2021 applications for F/S WS to AMs.</p> <p>Assisted to prepare the Media Kit (English version).</p> <p>Prepared a JPN translation for AM newsletter.</p> <p>Sent the newsletter to all AMs regarding the Media Kit, asking for comments, official company logos, etc.</p> <p>Updated AM newsletter archive on the AM area.</p> <p>Prepared a draft for Contribution report 1.</p> <p>Provided a JPN translation for JALT2021 website.</p>
	Finance	<p>Assisted FSC committee to prepare the 2021 Budget and attended the FSC meeting virtually.</p>

	Membership	Sent the membership list to each Chapter/SIG membership chair.
	Administration	Arranged and attended EBM virtually. Started using Basecamp. Continued to work remotely.
March	Associate Members	Sent out Contribution Reports 1 to all AMs. Made corrections on the new database (in progress).
	Finance	Started assisting the PanSIG2021 Treasurer duties. Started using the Stripe payment system for credit card transactions.
	Membership	Checked the membership orders and made correctios on the new database. Attended the ZPD meeting with the membership chairs.
	Administration	Arranged to place the OGM announcement in the May/June issue of The Language Teacher. Prepared the JALT regular membership, AMs, and Institutional Subscribers data from Splash database and sent to the system developer to transfer them to the new JALT database. Started using the new database.
April	Associate Members	Sent out JALTCALL2021 announcement to AM. Sent out PanSIG 2021 announcement to AM. Updated AM related areas on the JALT website. Sent out Contribution Reports 1 to all AMs. Sent out AM Newsletter about FSW sponsorship applications. Updated AM newsletter archive.
	JALT2021 Conference	Attended the PCPC meeting virtually.
	Finance	Invoiced chapters and SIGs for supplies and services provided by JCO during FY2020. Prepared for the FY2020 audit conducted by the external auditor; submitted to the tax accountant all data necessary for the tax preparation. Started the internal audit for Chapters and SIGs. Attended the ZPD meeting with the Chapter/SIG Treasurers.
	Membership	Checked the membership orders and made correctios on the new database.
	Administration	Assisted to prepare the June EBM online registration form and post the June EBM announcement to EBM-net.
May	Associate Members	Translated Media Kit into Japanese. Translated AM meeting agenda, sent it out via AM newsletter along with Zoom invitation. Arranged and attended to AM meeting. Assisted to update the new Ad kit. Assisted to update the Terms of Agreement. Sent out the video of AM meeting, the media kit, and the Ad kit to all AMs.
	Finance	Participated in the FY2020 JCO audit conducted by the external auditor. Submitted payment of the corporation tax levied for FY 2020. Attended the Audit meeting at JCO.
	Membership	Checked the membership orders and made correctios on the new database.
	JALT2021 Conference	Submitted application for JALT2021 Koen-Meigi to Ministry of Education, Culture, Sports, Science and Technology, Science Council of Japan, Japan Foundation, City of Shizuoka, Shizuoka prefectural Board of Education, Shizuoka City Board of Education. Worked with Director of Membership and Director of Program to modify the furikae form to be used for JALT2021.
	Administration	Assisted in preparing the OGM ballot and related documents. Attended BoD meeting virtually. Submitted the member list to NEC chair for the NEC election ballot

Respectfully submitted by
Junko Shirakawa
JALT Central Office Supervisor

Publications Board Chair (Caroline Handley)

JALT Publications has been continuing as normal since February.

One change to the editorial board has been made. Due to work commitments, Natsuko Shintani, the current Japanese Language Associate Editor, needs to leave the Editorial Board this year. Kiwamu Kasahara has joined *JALT Journal* as incoming Japanese Language Associate Editor. He will take over from Yo In'nami as Japanese Language Editor in November. This means *JALT Journal* is looking for a Japanese Language Associate Editor to start by November. If anyone is interested in this role, please contact me at jaltpubs.pubchair@jalt.org or the JJ Editors at jaltpubs.jj.ed@jalt.org. Yo In'nami and Natsuko Shintani will provide assistance and training to anyone who would like to join our team.

The Language Teacher (TLT) recruits a new Co-Editor each year and is looking for one to join the team by November. If anyone is interested in this role, please contact me at jaltpubs.pubchair@jalt.org or the TLT Editors at jaltpubs.tlt.ed@jalt.org.

JALT Publications is still searching for a website editor to take over from Malcolm Swanson. If anyone knows of a suitable and interested applicant, please ask them to send an email to: jaltpubstech@jalt.org

The results of the peer-review process for the 2020 *PostConference Publication, Communities of Teachers and Learners*, yielded 50 papers. A majority of the papers are now undergoing copyediting and layout and 10 are ready to be published.

Our offer to add DOI registration to SIG and Chapter publications has gained momentum, and we now have listings for JALT's PIE SIG, Nagoya chapter, CALL SIG, TEVAL SIG, SA SIG, and CEFR SIG. If any other groups are interested in using this service, please contact me at jaltpubs.pubchair@jalt.org for more information.

Caroline Handley
Publications Board Chair

Business Manager (Susan Meiki)

No report submitted.

International Affairs Committee Chair (Andrew Tweed)

IAC Members

Andrew Tweed - Committee Chair
Shirley Ando - Committee Member
Donna Fujimoto - Committee Member
Naoya Shibata - Committee Member
Mary Burkitt - Asian Scholar Liaison
Robert Chartrand - JALT Vice President (Ex officio member)
Dawn Lucovich - JALT President (Ex officio member)

IAC Member Roles

In the February 2021 JENL report it was announced that we were creating new roles. The following are notes on the roles of our committee members.

Shirley Andou is now taking on the role of publicity for IAC. She will manage the IAC and PAC websites. Through these and other media, she will share IAC news, including that of our partners. As former IAC Chair, Shirley brings both knowledge and enthusiasm to this role.

Naoya Shibata has begun writing our column in *The Language Teacher: Conference Reports*. In addition to reporting on JALT representatives' activities at our partners' events, we will also highlight benefits and opportunities that JALT members received through our partnerships. Naoya has also kindly agreed to support with finding restaurants for our IAC partner representatives when they come to our annual conference.

Donna Fujimoto will be supporting JALT's PAC-related activities, including helping to promote PAC partners' activities at the JALT international conference. Donna also serves as Pragmatics SIG Coordinator and the IAC is grateful for the help and advice that she provides.

Mary Burkitt will continue to act as our Asian Scholar Liaison. Every year JALT hosts a scholar from the region who now only presents at JALT but also shares their knowledge in other parts of Japan around the time of the conference.

Richmond Stroupe will be rejoining the IAC. He will handle TESOL International Association matters. As a former IAC member, past IAC Chair and past President of JALT, Richmond Stroupe brings a wealth of knowledge and experience to the IAC.

Looking for New IAC Chair

Andy Tweed has served as IAC Chair for two years. Due to personal reasons, however, he is leaving the IAC. Andy will work to find a replacement and hand things over to the new IAC Chair, but he will not be able to continue on the committee past the end of August 2021. If you or anyone that you know is interested in this role then please get in touch: international@jalt.org

JALT's International Partners

The following partnerships are established by signed agreements:

- Bangladesh English Language Teachers Association (BELTA)
- English Teachers' Association of the Republic of China (ETA-ROC)*
- Far Eastern English Language Teachers' Association (FEELTA)*
- Korea TESOL (KOTESOL)*
- Linguapax Asia
- Malaysian English Language Teaching Association (MELTA)
- Nepal English Language Teachers' Association (NELTA)
- The Philippine Association for Language Teaching (PALT)*
- The Association for the Teaching of English as a Foreign Language in Indonesia (TEFLIN)
- Thailand TESOL (ThaiTESOL)*

*Member of Pan-Asian Consortium (PAC)

JALT is also an affiliate member of TESOL and an associate member of IATEFL.

JALT Representatives at International Conferences in 2021

The table below shows the events of JALT's international partner associations in 2021. The box on the right shows the status of the conference, and if a JALT representative has gone/will go to represent JALT.

Conference	Dates	Location	JALT rep / Event status
Thailand TESOL	(Typically in January)	(Thailand)	Canceled
KOTESOL	February 19-28, 2021	Online (Korea)	Dawn Lucovich

BELTA	March 6, 2021	Online (Bangladesh)	Dawn Lucovich
TESOL	March 24-27, 2021	Online (North America)	Dawn Lucovich
NELTA	Postponed	---	----
IATEFL	June 19-22, 2021	Online (UK)	Donna Fujimoto
MELTA	July 23-25, 2021	Online (Malaysia)	Dawn Lucovich
TEFLIN	9 & 11 Sept., 2021	Online (Padang, Indonesia)	Dawn Lucovich
ETA-ROC	November 12-14, 2021	Taipei, Taiwan	Robert Chartrand
PALT & PAC	December 1-4, 2021	Online (Philippines)	Dawn Lucovich
Linguapax Asia	No info	(Japan)	TBD
FEELTA	No info	(Eastern Russia)	TBD

Notes on JALT Representatives Activities at Partner Conferences (Excerpted from International Affairs Committee July Report by Andy Tweed and Naoya Shibata in *TLT*, July 2021)

JALT President Dawn Lucovich represented JALT at the 2021 KOTESOL International Conference, which was from 19 to 28 February, and at the 9th BELTA International Conference on March 9th. At KOTESOL, she participated in a roundtable session and talked about collaboration between Japanese and Korean professional organizations and how to maximize benefits. At BELTA, Dawn gave a presentation about post-COVID-19 strategies for education and English language teaching. In both talks, she emphasized the importance of collaborative professional development as leaders, teachers, and researchers, both domestically and internationally.

Notes on JALT Members Participation at BELTA (Excerpted from International Affairs Committee July Report by Andy Tweed and Naoya Shibata in *TLT*, July 2021)

This year BELTA kindly invited five JALT members to join the 9th BELTA International Conference, 2021. The theme of the online event, which was held on Saturday, 6 March, 2021, was Education during the Pandemic: Learning amid Crisis and Emerging Opportunities. There were 12 stand-alone presentations at this year's conference. The five JALT members who attended were Shirley Ando, Anne Howard, Naoya Shibata, Koki Tomita, Chhayankdhar Singh Rathore.

Update on Agreements with our International Partners

BELTA (Bangladesh) and FEELTA (Russia) did not send representatives to JALT 2019 in Nagoya. And both organizations canceled their 2020 conferences. As a result, we have not yet been able to meet and sign new agreements in person. We were planning to post our signed copies to both BELTA and FEELTA, but the cost and duration were both unreasonable. We have decided to use digital signatures. BELTA's MOA has been signed by both JALT and BELTA. We are waiting for FEELTA to respond.

JALT Member Benefits through IAC Partnerships

TESOL International Association: As an affiliate member of TESOL, JALT receives seven complimentary memberships every year to give out to its members. Recipients must be current JALT members and must not have been a member of TESOL in the past 5 years. An announcement will go out to JALT members in spring 2021 via the monthly newsletter. The seven winners will be drawn at random and they will be announced around June.

JALT is pleased to announce the seven JALT members who have won the one-year TESOL International Association complimentary memberships:

- Kyle Udem

- Michael Skelton
- Edmund Fec
- Joseph Oliver
- Bjorn Fuisting
- Matthew Douglas French
- Alexandra Jane Burke.

We received just over 50 entries into the drawing and the seven winners were drawn via a randomizer application. All winners demonstrated that they are active JALT members. In addition, JALT confirmed that they are current members, and TESOL will now confirm that they have not been TESOL members during the past 5 years, both requirements stipulated by TESOL. Congratulations to the winners, and thanks to everyone who took the time to apply. The drawing will take place again next year.

IATEFL: JALT is also an associate member of IATEFL. IATEFL is offering a discount to JALT members. They are able to receive a discount on IATEFL memberships. While the normal membership fee is £70 annually, the discounted membership is £23. Anyone interested in this discount can contact Andrew Tweed, who has more details, including the discount code: international@jalt.org

Proposal for TESOL-SPAIN Partnership with JALT

This is a proposal for JALT to form an international partnership with TESOL-SPAIN. The proposal includes the following content areas:

- A. Background of TESOL-SPAIN
- B. Rationale for becoming partners
- C. Proposed level of partnership
- D. Mutual benefits of proposed partnership

A. Background of TESOL-SPAIN

The following details were provided to JALT by TESOL-SPAIN:

TESOL-SPAIN was founded in 1977 as an independent, non-profit making Spanish association of English language teachers. Today TESOL-SPAIN is a nationwide organization with a membership that represents all sectors of English language teaching throughout the country. It is a voluntary organization dedicated to addressing pertinent issues for teachers of English in Spain.

The organization provides a forum for colleagues to meet and share ideas and techniques as well as to discuss professional issues. We aim to keep our members abreast of current concerns, with the goal of improving the quality and effectiveness of language education in Spain at regional and national events.

TESOL-SPAIN is an associate member of two international teacher associations: TESOL Inc and IATEFL. We also maintain strong links with local teachers' associations in Spain and abroad.

TESOL-SPAIN currently has a total membership of 458, including 408 individual memberships and 50 intuitional ones.

More information can be found at: <http://www.tesol-spain.org/en/>

B. Rationale for becoming partners

We have recently witnessed an increase in the use of video communication services and the corresponding trend of organizations hosting events online. Without the need to travel to conferences and meetings, it has become much easier to connect with TESOL professionals around the world. While JALT is an associate and affiliate member of IATEFL and TESOL, all of

our 10 international partners are located within Asia. JALT can effectively connect and collaborate with new partners in other regions by utilizing new technologies.

Establishing a new partnership with TESOL-SPAIN would be mutually beneficial. Both organizations have enjoyed a long track record of success and have much to gain from sharing this accumulated knowledge and experience. Furthermore, although they have similar organizational aims, JALT and TESOL-SPAIN can provide each other with fresh perspectives gained from the fact that they are based in different parts of the world.

C. Proposed level of partnership

The purpose of a partner association agreement is to develop mutual benefits for members of the prospective association and JALT. Based on the [IAC / DAC Partnership agreement levels](#) document, it is recommended that TESOL-SPAIN be a tier-2 partner with JALT. Partner organizations must satisfy all seven criteria for a tier-1 level agreement. The seven criteria are as follows (please refer to the actual document for the details):

- 1) Purpose of the organization
- 2) Regularly scheduled conference
- 3) Regularly published academic materials
- 4) Non-profit status
- 5) Transparency
- 6) Finances
- 7) Geographic reach

TESOL-SPAIN have confirmed that they meet criteria 1 to 6. Being outside of Asia, TESOL-SPAIN does not meet the final criterion of 'Geographic reach.' According to the [IAC/ DAC Partnership agreement levels](#) document, tier-1 partners should be located "in a geographic region that would be relevant to a reciprocal partnership or based on existing collaboration between the associations. In practice, this would include Pan Asian Consortium (PAC)* association partners and others in Asia." While partner organizations must satisfy all seven criteria for a tier 1-level agreement, they only need to meet five or more to satisfy the requirements of a tier-2 partnership. Therefore, it is recommended that TESOL-SPAIN and JALT form a tier-2 partnership.

D. Mutual benefits of proposed partnership

While the benefits of the tier-2 agreement are limited, there are still a number of benefits enjoyed between JALT and the partner organization. These are outlined in the [IAC/ DAC Partnership agreement levels](#) document, and they are included below.

Tier 2: Partner Association Benefits

- *When possible, exchange hard / electronic copies of each association's publications, upon publication of each issue*
- *When possible, each association will send one Official Representative to each annual / biennial international conference. At each association conference, each Official Representative will receive:*
 - o *invitations to all VIP activities, and*
 - o *space in order to promote the activities of the association.*
- *In addition, the Official Representative may receive an invitation to participate in the Domestic or International Affairs Committee Forum at the JALT International Conference.*
- *JALT members knowledgeable of partnership agreements in general, and the agreements and collaboration between JALT and the specific Partner Association, can*

be identified as the Official JALT Representatives to a Partner Association conference. Travel, accommodation and other expenses will not be covered by JALT except under special circumstances.

Each association will promote each other's conferences, events, and other activities to their members in their respective countries through relevant print, email and social media accounts.

Domestic Affairs Committee Chair (Mathew Porter)

I took over from the previous DAC Chair Darla Cornett after the February EBM and have been busy from the start. Here's what the committee has been working on. (1) Website: The committee page on the new JALT website has been updated with a detailed explanation of the role and duties of DAC as well as a page listing our domestic partners: JACET, UALS, AJET, and JASAL. More information about partnerships and opportunities to collaborate with partner organizations will be added in the near future. (2) Partnerships: As part of our reciprocal partnership* with JACET, Dawn Lucovich has been invited to participate in a forum at the annual JACET conference, which will take place online August 27-29. JACET and JASAL will also be sending representatives to the JALT International Conference in November. DAC will also work with Yuriko Kite, JALT's representative to the UALS, to increase the profile of UALS among JALT members and encourage new relationships between UALS member associations and JALT chapter/SIGs. The UALS has just renewed [their website](#) and started social media accounts, with a focus on improving communication between member associations. DAC hopes to amplify the profiles of the 38 member associations as well as the grants available for JALT chapter and SIG events. (3) Developing Partnerships: DAC was unofficially approached by the Society for Intercultural Education Training and Research – Japan (SIETAR Japan) about a national-level partnership. A partnership evaluation was conducted and SIETAR Japan qualified for a reciprocal partnership. A draft partnership agreement was sent to SIETAR Japan for consideration. A second group, ALT Training Online, a not-for-profit massive online open course (MOOC) providing professional training opportunities for assistant language teachers in Japan, had approached JALT last year about a possible partnership. Discussions between the Board of Directors, DAC, and ALTTO about the potential contents of a partnership agreement are ongoing. A third new partnership, with Filipino English Teachers in Japan (FETJ), is also being explored. FETJ has expressed interest in a partnership and discussion will likely begin after the submission of this report. *More information about the three types of partnerships and criteria for evaluating partners can be found on the [new DAC page at JALT.org](#).

NPO Liaison with Tokyo Metropolitan Government (Kazumi Kato)

No report submitted.

Financial Steering Committee Chair (Anton Potgieter)

Since the last EBM, I have been reviewing JALT's income and expenses and comparing these with budget estimates. At the time of writing this report, results for May are still being tabulated. The numbers for April were in line with the budget forecast.

Financial Steering Committee meetings are typically held on the Friday evening prior to the EBM. Due to the hybrid nature of this EBM, the June Financial Steering Committee meeting is taking place online on June 18th (18:00 - 21:00). Matters relating to JALT finances, such as assessing the current financial situation, will be discussed.

Chapter Representative Liaison (Clare Kaneko)

Since our last EBM there have not been any pressing issues with chapters. The biggest change has been the new website, and updating information has been a slow process.

SIG Representative Liaison (Grant Osterman)

The New Rubric Discussion is going along great. I have been working with the DoM, RPAC, and CRL on the assessment rubric. SIGs were informed that the current way of assessing SIGs would be used again this year and that a new assessment document is under development. There will be more information in future reports.

We had a SIG Coordinators meeting on May 16, 2021. After the PanSIG conference, most SIG coordinators or representatives were present to discuss a variety of issues. This was our second official meeting of 2021. I mentioned some issues that the BoDs asked. Most pertinent were membership issues about backdating fees, presenters lists, updating Coordinator's handbooks, adding officers to the JALT.org webpage, and using @jalt.org emails.

There was also some talk about the membership lists and how better to use them. One issue that was mentioned is that there might be some errors in the new website lists. The DoM is aware and addressing these issues.

Overall, there were few issues related to SIGs and minor changes in officers lists since the February EMB. I have tried to attend as many SIG conferences, AGMs, and social events with SIGs as possible, and I have truly been impressed with how well SIGs are adjusting to current pandemic situations. There is also a lot of collaboration between SIGs and Chapters on events. Kudos to all officers and their efforts.

Finally, I was contacted by the NEC and asked about my intent to continue as SRL. I said if elected, I will continue to serve.

Tech Advisory Committee (Jason Hill)

No report submitted.

Chapter Treasurer Liaison (Michael Phillips)

As of 4 June 2021, Hideko Hayakawa of the JCO has been hard at work receiving, proofing, and processing the final financial reports for the JALT FY2020 from chapter treasurers. Six chapters failed to submit their required paperwork by the deadline of 15 May, and two other chapters will need to resubmit revised versions of their files. Thanks to her diligence, however, we expect these outstanding issues to be resolved soon.

In addition, the most recent deadline for the monthly submission of MASs and paperwork (the 10th of each month) has passed. However, given the necessity for wrapping up the previous MAS by the end of March (for 10 April), there are no longer term issues still outstanding (except for the two chapters mentioned above). For April though, with the focus primarily on the annual paperwork (complicated by the need for physical or digital signatures), 14 chapters missed the regular deadline as of 18 May and were technically 1-month behind in reporting their activities as of that time.

SIG Treasurer Liaison (Mehrasa Alizadeh)

My main responsibility since the last EBM has been to support peer SIG treasurers with bookkeeping and to follow up on late MAS submissions. For this purpose, I have been communicating over email with Hideko Hayakawa (JCO), Michael Mielke (DoT), and other members of the Finance Committee, and they have been helping me enormously to get accustomed to my new position. I have also attended the Zoom for Professional Development (ZPD) meetings and joined the Treasurers' breakout room to meet peer treasurers and exchange ideas with them.

Nominations and Elections Committee Chair (Marybeth Kamibeppu)

At the time of writing this report, the 2021 NEC elections are entering the final leg, with voting closing on June 7, 2021. Three candidates for the three positions of chair-designate and two alternates were found. One of them is a continuing NEC member and one is a former NEC chair. Finding candidates is challenging without the face-to-face encouragement of other volunteers, but the last candidate was found during the April ZPD (JALT Zoom for Professional Development).

I would like to express my gratitude to those who provided critical support during the process, in particular the JCO, Oana Cusen (former NEC chair), and Paul Collett, the JALT Website Administrator.

Details as below:

1. The 2021 NEC schedule was amended twice to extend the nominations period. The other dates were extended to correspond with the changes. The voting period is currently underway.

2021 Nominations and Elections Committee Election Schedule (EXTENDED)

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1. Nominations period: from Saturday, April 10, to **MONDAY, APRIL 26**
2. Announcement of nominees to Board of Directions (BOD) and feedback from the(BOD): Wednesday, April 28 to Sunday, May 2
3. Announcement of elections and nominees to all JALT members: **May 20**
4. Voting period: from **May 20 to June 10**
5. Announcement of elections results: **Saturday, June 12**

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2. Announcements to EBM-net and other outlets were made, but the formal call for nominations was not made to the whole email list of JALT. This has been noted and will be rectified going forward. The NEC chair apologies for this oversight.
3. Announcement of elections and nominees to the BOD from **April 28-May 2**
 - Three candidates for the NEC agreed to run for the committee
 - No comments or suggestions were received from the BOD
4. Announcement of elections and nominees to all JALT members: **May 20**
 - The elections and the slate of candidates was announced on jalt.org and individual announcement emails were sent to all JALT members
5. Voting period: from **Thursday, May 20 to Thursday, June 10**
 - Individual ballots were sent to JALT members on May 20, and reminders were sent

during the week of May 31st to those who had not yet cast a ballot.

6. Ballots will be counted by the NEC chair and the committee member not running for election.

7. Announcement of elections results: **Saturday, June 12**

- As of May 29 (the time of writing this report) no problems are anticipated, and this deadline will most likely be met.

Amendment to Standing Rule 1.17 The NEC ran the voting for the last SIG Representative Liaison (SRL) and the Chapter Representative Liaison (CRL). To formalize this arrangement, Steve Brown, Auditor, suggested and helped us (SRL, CRL) to revise standing rule 1. 17. Grant Osterman (SRL) and Clare Kaneko (CRL) will propose the amendment to the EBM this June 2021.

The voting will take place online in odd-numbered years before the Annual Conference Executive Board Meeting.

Work on the NEC Handbook continues, which will include a step-by-step guide on running national elections and will hopefully be useful for future NECs. When the new chair-designate is elected, more work will be discussed. The table of contents and the DRAFT of what we are working on are included at the end of this report as an appendix to update the EBM. There are some issues that will need more discussion with a bigger group. These issues have come up in the past and to keep them in mind I have listed them here:

National elections procedures:

- Why are nominees announced AFTER the EBM? Why can't they be announced as soon as they are nominated?
- Names of nominees should be kept secret until the end of the nomination period. When a well-known person is running, announcing the name might discourage others. If another nominee is disliked and people are encouraged to run against the nominee, this can lead to electing people who don't really want the positions. If people really want to run, they should get nominated no matter who else is running.
- As long as the Executive Board has the chance to add candidates AFTER the end of the nominations period, it's probably OK to keep the names of the candidates quiet until the end. But it should be OK for candidates to announce they are running whenever they want.
- Do Q&A online with the nominees for the whole JALT membership before the election. (Should this only be for national board members? For other jobs like the NEC, it may discourage some people from running.)
- All vacant positions, including un-elected positions, should be publicized to all members. It is not clear how unelected officers are chosen. How do JALT members apply?
- If an extraordinary election is needed online, how should it be held?

Appendix: DRAFT of NEC Handbook (currently being created)

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**JALT Nominations and Elections Committee HANDBOOK
June 2021**

General BoD Elections:

1. Schedule
2. Nominations procedures
3. Voting via online ballot
4. Tabulating results
5. Announcing results and OGM approval

General NEC Elections:

1. Schedule
2. Nominations procedures
3. Voting via online ballot
4. Tabulating results
5. Announcing results and OGM approval

CRL/SRL Elections:

1. Schedule
2. Nominations procedures
3. Voting via online ballot
4. Tabulating results
5. Announcing results

Extraordinary BoD Elections:

1. Online elections
2. Schedule
3. Nominations procedures
4. Online ballots
5. Announcing results (OGM approval necessary?)

DRAFT**DRAFT****DRAFT****JALT Nominations and Elections Principles****JALT Nominations and Elections Committee**

According to the Bylaws, NEC elections are held every odd year, to elect a new Chair Designate and two Alternates. The Chair Designate serves in that position for one year, becomes Chair the 2nd year, and continues as Chair the third year. The alternates serve until new alternates are elected. **The NEC has a table for this if anyone would like to see it.*

Ideally, in the even years when the BoD elections are held, there will be 4 committee members (in yellow). In odd years, there will be three members.

Summary of useful existing Bylaw provisions:

1. The NEC shall establish the nominations and election procedures and supervise all aspects of the process (Bylaw IV.3).
2. The elections for Directors and Auditor and NEC are held online (Bylaw IV.6, III.8.10) and the results will be approved by the OGM (Constitution 14.1).
3. Elections for Directors and Auditor are held in even-numbered years (Bylaw IV.2).
4. Elections for the NEC are held in odd-numbered years (Bylaw III.8.10).
5. JALT members will be notified of the elections and the slate of nominees at least 80 days before the OGM (Bylaw IV.6).
6. Voting shall be open a minimum of 45 days and close no later than 20 days before the OGM (Bylaw IV.6).
7. The winner of each election shall be determined by a plurality voting system (Bylaw IV.6).
8. All full JALT members (Constitution 6.1) have a right to cast a ballot (Bylaw IV.4).
9. Any member of JALT can nominate a JALT member for national office (Bylaw IV. 5).
10. The NEC will obtain the consent of the nominees and present a list to the Executive Board, which may propose additions but not deletions (Bylaw IV.5).
11. The NEC will compile biographical information (Bylaw IV.5) and statements of purpose for all candidates and make them available online.

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General elections principles:

1. The NEC will prepare an online election ballot with the assistance of the JALT Web Services Administrator.
2. The nominees will be announced to the EBM only after the nomination period has ended.
3. Candidates provide: bio, statement of purpose and a headshot.

Extraordinary elections principles:

1. If the President can not complete their mandate, the Vice President becomes President and serves for the rest of the term. In that case, an Acting Vice President will be elected by the EBM via online elections.
2. If a Director can not complete their mandate, an Acting Director will be elected by the EBM via online elections.
3. In both the situations above, the results of the elections will be approved by the OGM.

CRL/SRL elections principles:

1. This will be updated with Standing Rule 1.17 in June 2021.

UALS Liaison (Yuriko Kite)

1. UALS (United Association of Language Studies)

< <https://www.nacos.com/gengoren/>> Japanese Website

< https://www.nacos.com/gengoren/index_e.html> English Website

The UALS was started in 2010 to provide networking, advocacy and peer support for academic associations of linguistics and applied linguistics in Japan. Today, there are 38 member associations, including five executive member associations. These executive members each take a turn running the UALS for a year.

From the beginning, JALT has served as one of these executive members and has chaired the executive steering committee twice. In 2015, under Steve Brown, we organized meetings, an annual symposium, and looked after the running of the office, updating the events on the website and keeping the books. In 2020, JALT took the responsibility of running the UALS once again, with Robert Chartrand as Chair and Wayne Malcolm as an assistant to the Chair. Besides the daily tasks mentioned above, we worked on advocacy as well as the website renewal project (see below).

Over these ten years, JALT has attended all of the steering committee meetings, contributing information related to the running of academic associations from an international perspective. We believe that our presence has been recognized and other associations acknowledge who we are and what we do.

1. Steering Committee for 2021 (April 2021 - March 2022)

Steering Committee Members

Mafuyu Kitahara (Chair, The Linguistic Society of Japan)

Hisashi Noda (Vice Chair, The Society of Japanese Linguistics)

Mina Kobayashi (Member, The Society for Teaching Japanese as a Foreign Language)

Takeshi Omuro (Member, The English Linguistics Society of Japan)

Yuriko Kite (Member, The Japan Association for Language Teaching)

Auditors (two-year terms, alternating chief auditor)

Chief Auditor: Masaki Ono (The Society for Teaching Japanese as a Foreign Language) (2020 & 2021)

Vice Auditor: Akira Watanabe (The English Linguistics Society of Japan) (2021 & 2022)

Office (April 2021- March 2022)

Hiroki Narita (Office Manager, The Linguistic Society of Japan)

Ayaka Sugawara (Assistant to Office Manager, The Linguistic Society of Japan)

2. Activities in 2020:

2.1. UALS Website renewal (in progress; budget 750,000 yen)

As one of the objectives of the 10th anniversary of the UALS, Robert Chartrand, Chair of the 2020 UALS Steering Committee, proposed this project in order to promote networking and information sharing among the member associations. This was a much needed call as the current website has not been able to achieve these aims. The plan was finally authorized on November 3rd, 2020.

The project is still in progress. The completion of a new website at <<https://dev1.uals.net/>> will be completed soon. This will operate concurrently with the existing website <<https://www.nacos.com/gengoren/index.html>> until the end of August 2021 for continuity.

2. The UALS Annual Symposium 2020 (Organized by Wayne Malcolm)

Theme: Linguistics and Language Teaching in the Age of Emergency: Remote Teaching and Learning

緊急時の遠隔教育・遠隔学習における言語学と言語教育

Date: March 7, 2021 (Zoom) 13:00~15:15

Speakers:

Dr. Hisashi Noda. (The National Institute of Japanese Language and Linguistics)

Dr. Charles Browne (Meiji Gakuin University)

Dr. Hiroyuki Obari. (Aoyama Gakuin University)

<https://dev1.uals.net/symposium/>

3. Kyosai (support with funding)

The UALS will provide up to 30,000 in financial support grants (5/year) for events such as a lecture or a conference organized by their member associations.

Grant recipients and events for 2021:

学会名	開催予定イベント名称	開催予定イベント種別	開催日	会場
専門日本語教育学会	第24回専門日本語教育学会研究討論会	公開シンポジウム	2022/3/2	千葉大学西千葉キャンパスけやき会館
日本言語学会	言語の科学とテクノロジーが描く未来 社期のビジョン	公開シンポジウム	2021/6/27	早稲田大学

言語文化教育 研究学会	言語文化教育研究学会交流会 ヒューマンライブラリー	交流会	2022/1/22	オンライン開催予 定
全国英語教育 学会	関東甲信越英語教育学会 月例研究 会（全国英語教育学会共催）	講演	未定	未定
日本語文法学 会	日本語文法学会第22回大会シンポジ ウム「年少者日本語教育と日本語文 法研究(仮)」	公開シンポジウム	2021/12/12	千葉大学
日本音韻論学 会	音韻論フォーラム2021特別シンポジ ウム 「ポストコロナ社会における音 声・音韻に関わる研究教育活動」	公開シンポジウム	2021/8/24	神戸大学もしくは オンライン開(Zoom)

4. **Kyosan (support without funding)**

The UALS will also provide support for events organized by member associations such as lectures or conferences, without funding.

主催: 日本語学会

プログラム: 金水敏「私の日本語研究と日本語学会の歩み」

期日: 2021年3月より配信予定

会場: [日本語学会YouTubeチャンネル](#)

3. **Meetings**

Meetings have not been scheduled yet for the year 2021.

Research Grants Committee Chair (Natasha Hashimoto)

Chair: Natasha Hashimoto

Committee members: Greg Sholdt, Peter Collins

1. 2020 Grants Winners

One winner started their research projects in the AY 2021.

1. Naoya Shibata

2. JALT2021 Conference:

a. Two previous grant recipients submitted presentation proposals on their completed projects:

1. Erin Noxon (submitted a vetted proposal)
2. David Casenove (submitted an unvetted proposal)

The third winner, Greg Lambert, has not completed his project. Due to COVID19, Greg left Japan and returned to his home country (NZ).

b. An unvetted workshop proposal has been submitted to promote the grants

- Natasha Hashimoto, committee chair, as the main presenter
- Greg Sholdt, committee member, as a co-presenter
- Peter Collins, committee member, as a co-presenter
- Along with introducing the JALT Research grants, information on other JALT-based grants will be introduced and members from SIGs and Chapters

running those grants will be invited to join the presentation and speak with interested participants.

3. JALT2021 Grants

The start date of the application period is June 1st (until September 30th).

Environmental Committee Chair (Jennie Roloff Rothman)

With the June EBM's approval we hope to become an official JALT committee. The challenges presented to us by the Climate Crisis are rapidly changing and new problems will arise in the future. However, the committee will focus on the following areas over the next few months.

Specific responsibilities

- a. Creating a checklist to help event organizers hold them sustainably
- b. Producing materials & guidelines for greening events and conferences
- c. Advising on best practices
- d. Holding our own sustainable events
- e. Engaging in PR campaigns that promote and normalize "Green JALT" as JALT
- f. Curating a collection of resources (e.g. sustainable packaging, ethical products, recycle center locations, and other environmentally-friendly resources) for JALT members to find/use

Regional Professional Activities Committee Chair (Nathaniel Reed)

No report submitted

Young Learners Subcommittee Chair (Caroline Lloyd)

No report submitted

Code of Conduct Committee Chair (Brent Simmonds)

Since February, the CoC committee has worked successfully with the Publications board to resolve some issues regarding ethical conduct. We would like to thank the board for their hard work and patience regarding this and look forward to continuing to work with them in the future. We have also contributed towards the new Social Media Mentoring Policy which we believe will be a valuable addition to JALT in terms of keeping online JALT-related activity safe and productive. We have collated and analysed the data received from a survey we sent out to SIGs and chapters prior to the last EBM. The results from this have helped clarify which SIGs and chapters have their own codes and why, in turn helping us to consider how to make ourselves more approachable as a national committee. Thank you to everyone who participated - the information you provided was very useful. We have begun planning awareness-raising workshops that we hope will be held at local events later this year. We aim for these to focus on what constitutes harassment and how to become aware of micro-aggressions that could cause harm or discomfort to other members. We are also in the process of investigating the possibility of training with TELL Lifeline support. Should this be feasible, some CoC members aim to start training this autumn. We hope this will enable us to better serve JALT membership. If you have questions or concerns, or if you would like support with Code of Conduct related issues, contact us at conduct@jalt.org. For anyone interested in volunteering with us, please contact us at the above address. We would be happy to set up a preliminary meeting to discuss what volunteering with the CoC entails so you can make an informed decision.

Diversity and Equity Practices Committee (Jackson Lee)

Greetings to all,

First of all, I would like to once again welcome **Prumel Barbudo, Alexandra Burke, Gregory Paul Glasgow, Natasha Hashimoto** and **Jennie Roloff Rothman**, who were approved at the past February EBM, to be a part of the Diversity and Equity Practice Committee. At the same time, I would also like to thank **Nathaniel Reed** for the years of services on the committee as he departs to focus on the many other roles he has within JALT.

As the committee grows, it allows us to spread our attention and efforts on the many issues the committee is interested in. However, changes in JALT do not happen without the integrated endeavour from everyone within the organization. We are happy to see the recent growth in number of chapters and SIGs hosting and sponsoring events on diversity-related issues in ELT to help raise awareness and encourage solutions. I would like to extend a personal thank-you to those chapters and SIGs for helping in making this industry more equitable for everyone involved.

The DEP Committee has been focusing our attention on items related to the upcoming JALT 2021 International Conference. One is the arrangement for childcare, which at this moment, is very much up in the air as it is largely tied to the format of the conference itself. At JALT 2019, the committee helped set up a childcare room on the venue in Nagoya, and we are currently considering different options to discuss with the Conference Planning Committee. Ultimately, as with many projects the DEP Committee works on, we hope to reach a point where childcare service options will automatically be a part of the consideration of the Conference Planning Committee as they search for future venues.

The Committee was also invited to help on the search for plenary speakers at JALT 2021. With JALT 2021 being the most internationally recognized event of our organization, several committee members are working with **Adrienne Verla Uchida** in ensuring that the invited line-up will represent the belief in the importance of diversity that JALT adheres to. We hope that JALT 2021 will be recognized with another EVE (Equal Voices in ELT) Award as the conference did in 2019 and 2020.

Finally, I would like to conclude the report with 3 practical suggestions, based on recent discussions within the committee, on how chapters and SIGs can make their events more inclusive and welcoming for all members of JALT:

1. **Vary the time of your events** – Choosing and sticking to only one time of the month for all your events to serve the majority of your branch's members may mean a small section of your group is almost never served (ex. Events on Saturday afternoons often exclude eikaiwa teachers; events on weekend evenings are difficult for some primary caretakers of young children). Periodically hosting an event at a different time can help include certain members of your branch feel that they are being considered and provide them with the opportunity to join.
2. **Include some/more Japanese** – While most JALT events are hosted primarily in English, having *some* Japanese on your materials (ex. Event poster, event registration form) can help make your events feel much more welcoming to the L1 Japanese members of your chapter or SIG.
3. **Invite beyond regional limits** – The continuing online event format is a valuable opportunity to diversify your event line-ups by inviting presenters that are usually beyond your geographical reach. Many branches of JALT have been taking advantage of this, and this can certainly be considered on occasion even after events return to being

in-person to keep your events attractive and even help save financial and environmental costs.

If you have questions or concerns, or if you would like to ask for support or suggestions on diversity and equity related issues, feel free to reach out to the DEP committee at our new e-mail address: dep@jalt.org.

Thank you for reading through the lengthy but hopefully worthwhile report. See you at the EBM.

Graduate Student Subcommittee (Natsuho Mizoguchi)

The Graduate Student Subcommittee (GSS) was newly established at the February 2021 EBM. Although the name says “graduate,” our aim is to support and work with all kinds of students, including undergraduates, part-time students, and also those who are thinking about graduate school. We look to help them in choosing universities, making connections, looking for jobs, and saving money. We also want to offer places and events where people can help one another with their research, and one of them will be JALT2021. In order to capture the wide range of our activities, we also call ourselves the Student Peer Interaction Network (SPIN).

In order for us to meet our goals, students’ participation and support from post-graduate students are essential. If you know someone who is interested in joining or helping, please contact us.

We appreciate your warm welcome, and as a new subcommittee, we will be very happy to hear any ideas, advice, and questions.

Writers’ Peer Support Group Committee Chair (Rich Bailey)

The Writers’ Peer Support Group (PSG) is a new JALT committee as of 2021 with the following mission statement: “To collaboratively assist writers in working through the writing process in order to develop their manuscripts to a (hopefully) publishable level.” In general, the PSG offers a free service where authors can submit papers to be reviewed by two peer readers via Google Docs. After the papers are returned to the authors, they have the opportunity to follow up on the feedback with the peer readers.

While the PSG is a new JALT committee, it has been functioning as a JALT-affiliated volunteer group since 1999, and during that time, it has supported 50 plus writers and provided more than 100 peer reviews. Currently, there are more than 35 volunteer peer readers, but more are always welcome!

Rich Bailey took over the position of General Coordinator in late 2020 after Paul Beaufait (Coordinator-in-chief) and peer reader) and Dawn Lucovich (External Coordinator and peer reader) decided to step down. If you have the chance, please thank them for their hard work.

Kinsella Valies is the Research Coordinator, a new officer position created to encourage membership to undertake research projects related to academic writing, publishing and peer reading. As an initial task this year, she has started a research project with Sarah Deutchman, a peer reader, which aims to create a Feedback Tool to support the PSG’s new reader induction process. The literature review is currently ongoing, and the future goals upon completion of the project in 2022 are three-fold: internal discussion and implementation of the feedback tool, presenting the results at conferences, and submitting a paper for publication

Looking to the future, hopefully as an official JALT committee, the PSG will be able to reach out to more writers with their papers and find other ways to be of assistance. Some ideas are more collaboration with the JALT Publications committee, offering workshops on abstract writing

before conferences, or creating a writing accountability/study group to provide a venue and support for writers struggling to stay on task and meet deadlines.

<<<<<<<<< End of Officer and Committee Reports >>>>>>>>>

NOTE: about motion numbering: Each motion is given a number when it is put onto the agenda for the first time. If the motion is held over until the next meeting, it carries the same number so it can be tracked.

MOTION year – EBM (1, 2, or 3*) – order in JENL: Motion Title (EBM member who proposed it, office)

*EBM 1 – winter (Jan or Feb) EBM 2 – summer (June or July) EBM 3 – conference (Oct or Nov)

For example, Motion 2018-1-1 is the first motion considered at the February EBM of 2018. Motion 2018-2-14 is the 14th motion considered at the June EBM of 2018.

ITEM 5. Priority Items

No priority items

ITEM 6. Unfinished Business

No unfinished business

ITEM 7. New Business

Motion 2021-2-01: Motion to change the status of the TAC (Change in Standing Rule)

(Proposed by Robert Chartrand, Vice President)

Moved that Standing Rule 5.7: The Technology Advisory Committee be amended as follows:

Standing Rule 5.7: The Technology Advisory and Support Committee

- 1) The Technology Advisory and Support Committee shall
 - a) Evaluate JALT's use of information communication technology (ICT) and other technology needs;
 - b) Advise the Board of Directors and the EBM on ICT policies and practices;
 - c) Recommend best technology practices for JALT groups and officers;
 - d) Liaise with and evaluate JALT's technology vendors and contractors;
 - e) Support JALT groups with technology solutions and provide assistance where needed;
 - f) Consist of the Chair, 2 to 4 members, and support members as needed.
- 2) The Technology Advisory and Support Committee Chair shall
 - a) Be appointed by the President and approved by the EBM;
 - b) Serve a term of 2 years. This term can be extended to a total of 4 years;
 - c) Be a nonvoting member of the Executive Board;
 - d) Report to the Vice President.
- 3) The Technology Advisory and Support Committee Members shall
 - a) Be appointed by the President and approved by the EBM;
 - b) Serve a term of 2 years. This term can be extended to a total of 4 years;
 - c) Not serve as members of the Executive Board in this role;
- 4) The Technology Advisory and Support Committee Support Members shall
 - a) Be appointed by the Committee Chair as needed;
 - b) Support the committee with specific tasks as needed;
 - c) Not serve as members of the Executive Board in this role;

See Standing Rule 5.7: The Technology Advisory Committee [EBM Motion 2016-2-15]

Rationale:

This proposed change in the Standing Rule is intended to clarify the role of this committee and to enable it to provide advice and support not only to the BoD but also to JALT chapters, SIGs and committees in specific technical areas. As technology needs are becoming more indispensable to support the JALT membership in their activities, the Technology Advisory and Support Committee will provide advice and support with various technical tasks as required by specialists in particular areas. This should help our organization to function more effectively and

with greater capabilities as technology evolves.

Motion 2021-2-02: Appointment of national officers (Proposed by Dawn Lucovich, JALT President)

Moved that the following appointments for 2021-2022 be approved by the Executive Board.

International Affairs Committee:

Richmond Stroupe

Graduate Student Subcommittee:

Matthew Ebrey

Chelanna White

Technical Advisory and Support Committee:

Committee Chair:

Jason Hill

Committee Members:

Kaori Hakone

Lisa Hunsberger

Rab Paterson

Dan Ross

Motion 2021-2-03: Amendment to Standing Rule 1.17 (Chapter Representative Liaison and SIG Representative Liaison) (Proposed by Clare Kaneko, Chapter Representative Liaison, and Grant Osterman, SIG Representative Liaison)

Moved that Standing Rule 1.17 be amended as follows:

(The current Standing Rule is included in the Rationale, for reference. Deletions and additions are scored through or underlined, as appropriate.)

Standing Rule 1.17: Chapter Representative Liaison and SIG Representative Liaison

1) The Chapter Representative Liaison (CRL) and SIG Representative Liaison (SRL) are elected national officer positions. They hold nonvoting positions on the Executive Board, but may propose motions to the EBM which are relevant to their field of concern.

2) Duties

- a) The CRL and SRL shall provide support and administrative assistance to chapter presidents and SIG coordinators, and work for the chapters and SIGs at the national level.

3) CRL/SRL Election Process

- a) The CRL/SRL shall be elected in odd-numbered years ~~at or~~ before the Annual Conference Executive Board Meeting. The term shall be 2 years and begin on January 1st following the election.
- b) The election shall be conducted online by the Nominations and Elections Committee (NEC) in accordance with democratic principles and the constitution and bylaws of JALT. Specifically, there should be a call for nominations, a reasonable voting period, and a space on the ballot for write-in candidates. The outcome of the election shall be determined by a plurality voting system: the candidate with the most votes is the winner.
- c) If there are no nominations, the NEC may extend the call for nominations as it deems appropriate, before an online election is held.
- d) In the event that the CRL or SRL is unable to perform their duties for any reason, the NEC will conduct an election in a timely manner. The elected candidate will serve out the remainder of the term of office.

- e) The NEC will inform the Board of Directors and the candidates of the results of the election, and then the Chapter and/or SIG Presidents and Coordinators (as appropriate) and present them to the next Executive Board Meeting for confirmation.

Rationale:

The last CRL/SRL elections were overseen by the NEC as a trial run. This amendment to the Standing Rule formalises the process, in keeping with the same principles that guide other national elections.

Current Standing Rule

Standing Rule 1.17: Positions of Chapter Representative Liaison and SIG Representative Liaison [EBM Motion 2011-1-9]

The CRL (Chapter Representative Liaison) and SRL (SIG Representative Liaison) are elected officer positions ~~that are selected in accordance with 2 below. Both may make motions but~~ hold nonvoting positions on the Executive Board.

1) ~~Officer~~ Duties

- a) The CRL/SRL shall provide support and administrative assistance to chapter presidents/SIG coordinators and work for the chapter/SIGs at the national level.

2) CRL/SRL ~~selection~~ process

- a) The CRL/SRL shall be elected in odd-numbered years ~~at or~~ before the Annual Conference Executive Board Meeting.
- b) The term shall be 2 years and begin ~~upon the close of the General Meeting at the Annual Conference.~~
- c) The election shall be conducted in accordance with the constitution and bylaws of JALT, and democratic principles. Specifically there should be ~~at least one impartial returning officer,~~ a call for nominations, a voting period, a space on the ballot for write-in candidates, ~~and provision for absentee voting. In the unlikely event of a tie vote, the winner will be selected by lots in the presence of the candidates or their representatives.~~
- d) If there are no nominations, ~~the SRL/CRL can be appointed at the Chapter or SIG meeting at the Annual Conference.~~
- e) In the event that the CRL or SRL is unable to perform their duties for any reason, ~~the Chapter Presidents/SIG Coordinators may select a temporary replacement, either at a meeting of the Executive Board or on the respective email discussion lists. The replacement shall serve until the next conference.~~

Motion 2021-2-04: Creating the Environmental Committee (Proposed by Jennie Roloff Rothman, GILE SIG Coordinator & Environmental Committee Chair)

Moved that the following be added to Bylaw III.8 to create the Environmental Committee:

8.17 The Environmental Committee shall consider the environmental impact of JALT and shall give recommendations and take action to make JALT a sustainable organisation.

1. Specific responsibilities include:

- a. Creating a checklist to help organizers hold events sustainably
- b. Producing materials & guidelines for greening events and conferences
- c. Advising on best practices
- d. Holding sustainable events
- e. Engaging in public relations campaigns that promote JALT's sustainability
- f. Curating a collection of resources for JALT members to find/use (e.g. sustainable packaging, ethical products, recycle center locations, and other environmentally-friendly resources)
- g. Measuring environmental impact of JALT events and activities

- h. Creating resources on environmental sustainability that can be used in classrooms
2. Members of the Committee are:
 - a) Committee Chair
 - b) Immediate Past Chair
 - d) Between 5 and 10 Members at Large
3. The Chair will be selected from the existing members

Rationale:

The proposed Environmental Committee would be in charge of developing best environmental practice policy that creates a sustainable organization. It also acknowledges the role of education in addressing the problems faced in the climate crisis. Establishing an Environmental Committee would also be in line with best practices for justice, equity, diversity and inclusion.

Motion 2021-2-05: Amendment of the Listening SIG Constitution (Proposed by Naheen Madarbakus-Ring, Listening SIG Coordinator)

Moved that the Listening SIG Constitution be amended as follows:

1. Article 9 is amended to
The Listening SIG shall produce three online publications per year.
2. Article 5: The wording
at least one publication shall be in print
is removed.
3. In Section VI "Management of Meetings", *forming* is added as follows:
This Constitution and Bylaws were approved by the forming Listening SIG Executive Board on 3/21/2020...

Rationale:

These amendments are made in response to comments and advice received at the February 2021 EBM, to allow for online publication (1 and 2) and correct the SIG status as of March 2020 (3).

Motion 2021-2-06: Amendment to the CEFR & LP SIG constitution (Proposed by Maria Gabriela Schmidt, CEFR & LP SIG coordinator)

Moved that the name in the CEFR & LP SIG's constitution be amended due to the name change of the SIG from FLP SIG to CEFR & LP approved by the EBM in November 2017.

Rationale:

The current SIG name has been approved by the EBM in November 2017 (Tsukuba) but the name in the SIG's constitution still uses the former SIG name.

Motion 2021-2-07: Revision of Bylaws of the Accessibility in Language Learning SIG (Proposed by Grant Osterman, SIG Representative Liaison)

Moved that the Bylaws of the Accessibility in Language Learning SIG be amended with the addition of the following to Section 5, Officer Duties and Committees, Item 5, Publications Chair:

"Newsletters will be published online, with the possibility of publishing print issues. The publications Chair, who may or may not be the Editor, will appoint an assistant editor and other

publication staff as necessary.”

Rationale:

This amendment would be consistent with the ALL Sig currently having very limited financial resources, plus the ability to respond flexibly to communications needs. The original wording includes: “The Publications Chair is responsible for overseeing all ALL SIG publications, including the publication of at least three official newsletters (Accessible Language Learning Review) per calendar year.

Motion 2021-2-08: Conduct of Executive Board Meetings Standing Rule (Proposed by Dawn Lucovich, President)

Moved that the following be adopted as Standing Rule 4.1:

Standing Rule 4.1: Conduct of Executive Board Meetings

Chair

1. Executive Board Meetings (EBMs) are chaired by the President.
2. As far as possible, the President should work to:
 - a) keep discussions on track;
 - b) preserve a professional and respectful tone to the meeting;
 - c) aim to reach as broad a consensus as possible; and
 - d) ensure that the will of the meeting is represented in the outcome of motions and discussions.
3. The President may nominate the Vice-President or another selected Director to chair particular motions or discussions.
4. The President should yield the Chair to the Vice President (or other voting EBM member nominated by the President and approved by the meeting) where there is a conflict of interest or if they are the proposer of a motion which proves to be contentious.
5. In line with article X of the Bylaws, the President will suggest procedures for cases and areas not covered by this Standing Rule; in the case of any objection to such suggestions, Robert’s Rules of Order will be followed.

Content of meetings

6. EBMs will normally include the following kinds of item:
 - a) reports from elected and other national officers, presented for approval by the EBM;
 - b) motions to decide particular courses of action, policy items, and amendments or actions to the Bylaws or Standing Rules; and
 - c) open discussion items.
7. Motions which propose a change to the Bylaws, Standing Rules or Policies should be framed as such, with the number of the relevant article rule or policy number clearly listed.
8. All motions must be proposed and seconded. It is acceptable for them to be seconded from the floor at the EBM.
9. Motions can normally only be proposed by voting members of the EBM. Exceptions to this rule are motions regarding role-specific motions of particular national officers. These include, for example: approval of the annual or supplementary budget, proposed by the FSC Chair; and motion for the ratification of election results, proposed by the NEC Chair.
10. Discussion of a motion should be conducted according to the following guidelines:
 - a) The proposer or seconder (or a nominated alternative) will speak to the motion.
 - b) There will be a time limit of five minutes, unless the meeting agrees otherwise.
 - c) Speakers responding to the motion will normally be limited to two minutes.
 - d) Precedence will be given to speakers whose voice has not yet been heard in regard to the motion at hand.

Rationale:

According to Article X of JALT Bylaws:

The President shall recommend procedures for the management of Executive Board Meetings and General Meetings. In case of objection to such recommendations, Robert's Rules of Order, Newly Revised shall govern the organisation in all cases not covered by the Constitution and the Bylaws.

This proposed Standing Rule is intended to make for smoothly-run EBMs, which preserve the integrity and professionalism of the organisation and allow the voices of all members of the EBM to be heard.

ITEM 8. Discussion Items

1. YLS Course committee - YLS Chair

2. Membership Survey - Director of Membership

See presentation below

 EBMorientation.pptx

3. Quorum at the OGM - Auditor

The issue

- We struggle every year to get enough votes/proxies to achieve a quorum. According to our Constitution (Article 26):
More than a half of JALT members shall constitute a quorum.
総会は、正会員総数の2分の1以上の出席がなければ開会することはできない。
As of June 1st, for example, membership was 2,098, which means we need 1,050 for quorum at this year's OGM.
- Lots of time and energy are expended every year by Directors, JCO staff, Chapter and SIG officers to nudge/cajole exhort members to go online and vote.
- Despite the expenditure of energy, achieving quorum goes down to the wire every year.
- "So let's change the Constitution!" you say? That will depend on persuading the Tokyo Metropolitan Government (TMG) to agree. (More below.)

Steps we've taken/considered in the past

- We moved to online participation/voting (with the approval of TMG).
- We've toyed with the idea of revamping the membership structure, to redefine what a "voting member" is – but this is neither satisfactory nor viable in the long term. (Not to mention the challenges of persuading TMG to accept it.)
- We did away with the conference OGM three or four years ago, so that we now have to go through this battle just once a year, rather than twice. That's been helpful, but:
 1. The issue of getting votes for the June OGM still remains, which a) is more important in terms of decisions which MUST be made annually (i.e. regarding the audit, budget, business plan etc.); and b) actually is a bigger challenge as we don't have the large gathering of members to "grab" as they register for the Conference.
 2. There are other issues which arise from having cancelled the Conference OGM, which were not properly anticipated when that decision was made. (This is obviously not an issue to pursue here, but there are now several discrepancies within the Bylaws which need to be taken care of.)

Clarifications

Just to clarify a couple of points which have been raised...

NPO JALT EXECUTIVE NEWSLETTER – JUNE 2021

- It's been pointed out that the number of votes cast does not mean the same as Quorum. In other words, we need to get a majority of members for a Quorum, but not necessarily a majority of members voting in favour of a particular motion, as many people may choose to abstain. This is true under Robert's Rules of Order. However, according to TMG's interpretation, votes in favour must exceed both votes against and abstentions: in effect, abstentions are currently treated the same as votes against. And for all practical purposes, votes cast (beforehand or at the OGM) count as Quorum being achieved, as long as a majority of votes are cast.
- Another comment was that Quorum is not required in order to hold the OGM. That's correct. A meeting can be held, appropriate matters can be discussed, but no resolutions can be made. Any decisions made in an inquorate meeting must be ratified later by a majority vote of the whole membership. Of course, this can be done online – which would amount to having to repeat the whole rigmarole of getting enough votes again.
- One final comment was that officer's reports don't need the approval of the OGM, as they're just informative. Again, this is true under Robert's Rules, and also for us, **with the exception of those specifically listed in the Articles of Incorporation (Constitution)** (Article 22) – business report and financial reports (i.e. of the previous FY), business plan and budget (of the current FY). These are to “be resolved” and voted on (「議決する」) at the OGM.

So where are we now? What next?

The following points have been confirmed by the JALT lawyer (with her associate, who's very familiar with the NPO Law), as well as by a legal acquaintance in the Kansai.

- The NPO Law does not stipulate that a quorum needs to mean a majority of the membership. There is no **legal** requirement as to what quorum should be. That's it. Legally.
- However, any changes to the Articles of Incorporation (Constitution) must pass muster with TMG, who will need to approve any changes to the Constitution. In effect, it's an **administrative**, rather than a legal issue.

Options

In terms of what a new Quorum might look like, there are two broad options, both of which were discussed with the JALT lawyer at the beginning of June. **These are the options which the EBM needs to consider.**

Option A Reducing the number required for Quorum

- With membership at 2,098 (as of June 1st) setting quorum at **1/3 would mean an attendance of 700** is needed. **1/4** would mean **525**. (*Current majority would mean 1,050.*)

Option B Basing the quorum around elected national officers, and Chapter and SIG officers

For example, Quorum could be set at:

- 2/3 of Directors + Auditor. (*Currently 8 > 2/3 = 6*)
PLUS
2/3 of “X” Chapter and SIG officers **

** **What does “X” mean?**

It could mean:

- a. 2/3 of Chapter Presidents and SIG Coordinators (*Currently 62, > 2/3 = 42*), OR

- b. 2/3 of the five “core” officers of each Chapter and SIG (62 x 5 [310], > 2/3 = 207),
OR
- c. 2/3 of two officers from each Chapter and SIG (62 x 2 [124], > 2/3 = 83), OR
- d.
- e.

NB This would not be a fully “delegate” OGM. All full members would be entitled to attend and have equal voting rights, but they would not be counted to achieve quorum.

Comments/questions concerning these two options

- The JALT lawyer asked whether it wouldn’t be easier to achieve a 1/3 Quorum (Option A) than the more complicated set-up of Option B. However, it was pointed out that Option B is framed around the same process we use for establishing a quorum at EBMs, which has never been an issue.
- An argument in favour of *Option B* would be that it is more reflective of JALT’s diversity, both geographically and in terms of interest areas. The lawyer felt this was an important (and potentially persuasive) point.
- An argument in favour of *Option A* would be that it is easier to understand, particularly from the perspective of TMG. It would mean a simpler change in the Constitution.

Next steps: negotiating with TMG

- Once we have a clear sense of the preferences of the EBM, we approach TMG and present our issue to them to start “negotiations”. Our own previous experience (confirmed by the lawyer’s advice) tells us that this should be done without the lawyer present initially, an open discussion of where we stand. (The lawyer called this a kind of “good faith” approach.
- This will need patience and will likely entail more than one visit. Another comment from the lawyer was that the response from TMG will also depend on the particular person responsible for dealing with us.
- Assuming we reach some form of resolution, the lawyers would then be happy to help in preparing the formal submission of documents, if necessary.
- If all goes well, we would be in a position to present the necessary constitutional amendment(s) to the 2022 OGM.

4. Format for International Conference - Director of Program

What are your thoughts and opinions on the following format for the annual international conference - face to face on Nov 12-15 and online on Nov 20-21? This is the hybrid model I am proposing and feel could work for JALT moving forward.

In the case of an emergency shutdown of the face to face, operations can shift to a fully online conference over the Nov. 12 - 15 weekend. Please add this into your calculus when gathering your thoughts and crafting your opinions.

5. Communication among JALT officers using the EBM Net and basecamp - Vice President

6. Supporting regional programs and conferences more effectively - President

MOTION xxxx: Creation of a Standing Rule: Program Liaison (PL) and Public Relations Liaison (PRL) (proposed by Dawn Lucovich, President)

The Program Liaison (PL) and Public Relations Liaison (PRL) are appointed officer positions that are elected in accordance with II below. Both officers attend Executive Board Meetings as nonvoting members, but both may make motions to the Board.

I. Officer duties

The PL shall provide administrative assistance to Program Chairs, and the PRL shall provide administrative assistance to Publicity Chairs, with the object of ensuring that all JALT Chapters are functioning in compliance with the JALT Constitution, Bylaws, and Standing Rules.

II. PL and PRL selection process

A. Any JALT member in good standing is eligible to serve.

B. Candidates should apply by posting to Basecamp at least two weeks before, respectively, the Program Chair or Publicity Chair meeting at the annual conference. Candidates should include relevant personal information, particularly regarding JALT experience.

C. The CRL and SRL will be elected at the annual conference meeting of, respectively, the Chapter Presidents or SIG Coordinators. At the meeting:

1. Serving Chapter Presidents or SIG Coordinators will have voting rights.

2. The candidate receiving the most votes will become PL or PRL

3. In the event that no candidate has applied in accordance with B. above, candidates may apply at the respective meeting.

D. In the event that the CRL or SRL is unable to perform their duties for any reason, those with voting rights as stipulated above may elect a temporary replacement, either at a function meeting, at an Executive Board Meeting, or on Basecamp. The elected officer shall serve until the next calendar year.

III. Assistants

The PL and PRL may nominate a person or persons to serve as Assistant PL or Assistant PRL. Any assistant position must be approved by, respectively, the Program Chairs or Publicity Chairs, either at the respective function meeting, at an EBM, or through Basecamp.

Rationale:

- Chapter Presidents/SIG Coordinators and Treasurers have liaisons with the BoD, but currently Program and Publicity Chairs do not
- Creating these positions would form new lines of communication, open up new opportunities in JALT leadership, allow for professional development, and widen the pool of future JALT leaders
- This motion was based directly on motion 2010-2-11 that created the CRL and SRL.

<<<<<<<<<< End of June 2021 EBM Agenda >>>>>>>>>>

Appendix A: Minutes to Executive Board Meeting February 2021

ITEM 1. Determination of Voting Eligibility

In order to reach quorum for the EBM, according to Article 35 (2) of the JALT Constitution, “2/3 of Directors and Auditor, and majority of the representatives of Chapters and Special Interest Groups shall constitute a quorum.” So the calculation for quorum is as follows:

Officers	Total	Number needed for quorum	Numbers present**	Voting members
7 Directors & 1 Auditor		(2/3) 6	6	6
32 voting chapters 28 voting SIGs		(Majority) 31	54	54
TOTALS				60

Auditor has no vote.

Non-voting members in attendance
(Not counted in quorum)

TOTAL ATTENDANCE

** Including proxies for voting members

Quorum established at 1:10 p.m.

ITEM 2. Final Determination of Agenda

Changes:

Add Discussion of 2021-2022 Budget to Priority items.

Add Committee Call for Members in Discussion items

Add Website and Basecamp Discussion

Motion to pass Agenda: Motion passed unanimously

ITEM 3. Acceptance of November 2020 EBM Minutes

The minutes of the November 2020 EBM are in this February 2021 JENL, Appendix A

Motion to accept the EBM Minutes: Motion passed Unanimously.

ITEM 4. Officer and Committee Reports

President (Dawn Lucovich)

Nothing to add

Vice President (Robert Chartrand)

Nothing to add

Director of Membership (Melodie Cook)

Nothing to add

Director of Program (Wayne Malcolm)

Nothing to add

Director of Public Relations (William Pellowe)

Nothing to add

Director of Treasury (Michael Mielke)

Nothing to add

Director of Records (Kenn J. Gale)

Nothing to add

Auditor (Steve Brown)

Nothing to add

Central Office Supervisor (Junko Shirakawa)

Nothing to add

Publications Board Chair (Caroline Handley)

Nothing to add

Business Manager (Susan Meiki)

Nothing to add

International Affairs Committee Chair (Andrew Tweed)

Nothing to add

Domestic Affairs Committee Chair (Darla Cornett)

Nothing to add

NPO Liaison with Tokyo Metropolitan Government (Kazumi Kato)

Absent

Financial Steering Committee Chair (Anton Potgieter)

Nothing to add

Chapter Representative Liaison (Clare Kaneko)

Nothing to add

SIG Representative Liaison (Grant Osterman)

Nothing to add

Tech Advisory Committee (Jason Hill)

Nothing to add

Chapter Treasurer Liaison (Michael Phillips)

Nothing to add

SIG Treasurer Liaison (Mehrasa Alizadeh)

Added a welcome speech and thank you to all officers

Nominations and Elections Committee Chair (Oana Cusen)

Nothing to add

UALS Liaison (Yuriko Kite)

Nothing to add

Research Grants Committee Chair (Acting: Gregory Sholdt)

Nothing to add

Environmental Committee Chair (Jennie Roloff Rothman)

Nothing to add

Regional Professional Activities Committee Chair (Nathaniel Reed)

Absent

Young Learners Subcommittee Chair (Caroline Lloyd)

Nothing to add

Code of Conduct Committee Chair (Brent Simmonds)

Nothing to add

Diversity and Equity Practices Committee (Jackson Lee)

Added: please read our report and DEP will be presentation a motion.

<<<<<<<<< End of Officer and Committee Reports >>>>>>>>>

NOTE: about motion numbering: Each motion is given a number when it is put onto the agenda for the first time. If the motion is held over until the next meeting, it carries the same number so it can be tracked.

MOTION year – EBM (1, 2, or 3*) – order in JENL: Motion Title (EBM member who proposed it, office)

*EBM 1 – winter (Jan or Feb) EBM 2 – summer (June or July) EBM 3 – conference (Oct or Nov)

For example, Motion 2018-1-1 is the first motion considered at the February EBM of 2018. Motion 2018-2-14 is the 14th motion considered at the June EBM of 2018.

ITEM 5. Priority Items

FSC – Budget presentation for the 2021-2022 year. FSC Chair .

-Discussion regarding the budget and is 1000 attendees realistic at the conference.

-Discussion as to why we are moving forward with F2F, when the online conference was good.

-Questions regarding our emergency fund and is it adequate enough for now.

Moved to accept the Budget by FSC Chair

Motion seconded by DoPR -

Motions passed with unanimous consent

ITEM 6. Unfinished Business

No unfinished business

ITEM 7. New Business

Motion 2021-1-01: Amendment to Bylaw III.8 - creating the Mentoring and Orientation Committee (Proposed by Dawn Lucovich, JALT President)

Motion to close discussion: Second by Saitama chapter Motion passed with unanimous consent.

Moved that the following be added to Bylaw III.8 to create the Mentoring and Orientation Committee:

_____ *The Mentoring and Orientation Committee* shall be responsible for developing mentorship-related initiatives, welcoming and orienting new members, and cultivating future leadership within JALT.

1. Specific responsibilities include:

- a) Establishing mentorship-related initiatives and programming within JALT;
- b) Welcoming, inaugurating, and orienting new members to the association;
- c) Orienting new officers and leaders to the association;
- d) Addressing any issues related to mentorship or new membership within JALT.

2. Members of the Committee are:

- a) President
- b) Director of Membership
- c) Chapter Representative Liaison
- d) SIG Representative Liaison
- e) up to three Members at Large

3. The Chair will be held by a Member at Large

Rationale: The proposed Mentoring and Orientation Committee would be in charge of

developing formal mentorship-related initiatives; welcoming, inaugurating, and orienting new members; and of charting possible paths to engaged membership and leadership within the organization. Establishing a Mentoring and Orientation Committee would also be in line with best practices for justice, equity, diversity and inclusion, by creating a formalized mechanism by which to welcome new members and to set up professional mentorship.

Motion 2021-1-02: Standing Rule 5.9 - creating the Graduate Student Subcommittee (Proposed by Dawn Lucovich, JALT President)

Motion passes by vote of 38 yes – 8 No – 9 Abstain

Moved that the following Standing Rule (5.9) be created to describe the Graduate Student Subcommittee:

_____ *The Graduate Student Subcommittee* shall be responsible for programming and matters related to graduate student issues within JALT.

1. Specific responsibilities include:

- a) Establishing programming of interest to graduate student members within JALT;
- b) Surveying graduate student members on graduate student-related issues;
- c) Addressing any issues related to graduate student membership within JALT; and,
- d) Acting as consultants for graduate student perspectives within the association.

2. Members of the Subcommittee are:

- a) Director of Membership
- b) up to three Members at Large

3. The Chair will be held by a Member at Large

4. The Graduate Student Subcommittee will report to the Director of Membership.

Rationale: A committee dedicated solely to graduate student concerns will greatly strengthen the programming and membership of our organization. Establishing a Graduate Student Subcommittee would also be in line with best practices for justice, equity, diversity and inclusion, by creating a mechanism by which student concerns can be heard and addressed.

Motion 2021-1-03: Changes to Teaching Younger Learners SIG Constitution (Proposed by Grant Osterman, SRL Coordinator)

Motion passed with unanimous consent

We the TYL SIG Officers would like to move to approve our new TYL SIG constitution. It was drafted from older versions but updated to better reflect our current situation. Currently we are one of the only SIG's to not have an active constitution and therefore ask for approval.

Background:

The TYL SIG is for teachers of younger learners. This SIG was formed by the merger of the JALT Teaching Children SIG and the Junior Senior High SIG in February 2015.

Since then the former constitution was sort of grandfathered in. It was never officially approved for the new SIG. Therefore, this motion is to formally get our constitution approved and added to the overall JALT organization. There have been some minor changes discussed below.

Constitution Discussion

There have been many people, probably more than I can mention here, helping with the current document. I will focus on what I know for sure and leave hearsay out of this discussion. There were spacing changes that I (Grant) also implemented for the sake of being consistent and aesthetically sound.

Our constitution was approved by the SIG executive board on February 21, 2020 then ratified by the SIG membership on March 16, 2020. This was done by an online vote and with at least 2/3rds of members approving.

Most of the other changes were based on the name change. That is, because of the merge we had to change things from TC SIG and Junior Senior High SIG to TYL SIG.

From Stan Pederson in Kyushu: Section II (4) states:

4. If no officer positions are being contested among two or more candidates, the TYL 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 TYL SIG Annual General Meeting.

In the case of an Internet election, it looks like it is just treated as a straw poll. If the result is subject to approval by the AGM, it implies that the result may also be rejected at the AGM. Perhaps it would be clearer if wording were changed to: Election results will be announced and confirmed at the AGM.

In addition: "among two or more candidates" is redundant and can be cut. Any contest involves more than one candidate by definition.

(Stan) Article 8: Change publications to at least twice a year and not 3 times.

(Grant) This part we thought about and decided to keep it at 3 times a year for max points on the rubric.

However, one of our officer's Japanese husband found errors in translation: listed below.

Page 4 Section II. Nominations, Elections, Vacancies and Removals.

Here you can see the changes in Japanese and English thanks to Kate's Japanese husband. Not major changes, but really great to keep things accurate.

全国語学教育学
TYL 研究部会研究部会定款

(名称)

第1条

この法人の名称は、Teaching Younger Learners 研究部会といい、略称を TYL SIG とする。

(所属)

第2条

1. TYL SIG は非営利団体 (NPO) の全国語学教育学会 (JALT) に所属する半自治的グループである。
2. TYL SIG は、その活動の実施に当たって、JALT 全国執行役員会の方針と指示を守り、全国語学教育学会定款及び細則の規定に従って行動しなければならない。

(目的)

第3条

TYL SIG は若い学習者向け言語教育と学習の改善やその他の各種活動の開発への貢献、社会教育および国際協力に関心を持つものに対して、研究の促進、定期的な会合やフォーラムの開催、出版物の発行、JALT SIG を含む関連研究部会との協力およびその他の事業を行うことを目的とする非営利団体である。

(会員)

第4条

規定の年会費を納めた全国語学教育学会の正会員はだれでも投票権を有する個人会員になることができる。

(総会)

第5条

本部会は、全国語学教育学会の年次国際大会時に総会を開催する。日時と場所は、開催日の少なくとも1ヶ月前までに全会員に通知しなければならない。総会に出席した会員をもって、総会の定足数

とし、各正会員の表決権は平等なものとする。部会年次総会に出席した会員数をもって、議決に要する定数とする。この総会において、部会役員は、前回の部会総会時以来の部会の財務、企画、会員、広報の状況について報告する。

(執行役員会)

第6条

1. 執行役員会は、本部会の主な方針決定機関である。執行役員会は、後記付随定款にある役員をもって構成する。役員任期は、1年とし、総会終了後直ちに始まる。
2. 総会もしくはその後に出選された役員任期は、選出後直ちに始まり、原則として、翌年の総会での選挙時までとする。
3. 役員は、全国語学教育学会の年次国際大会時に開催される総会において、選出し、承認される。役員の出選のための投票は事前にインターネットに寄り実施することもできる。
4. 役員は次の総会での役員選挙時までその職務を行う。但し、再任を妨げない。
5. しかしながら、部会代表および会計は同一人物により2つ以上の役職を兼ねることはできない。

(代償)

第7条

役員には、その職務を執行するために要した費用を弁償することができる。

(出版物)

第8条

本部会は、オンライン版を含め、少なくとも年3回の出版物を発行しなければならない。

(会計年度)

第9条

本部会の会計年度は毎年4月1日に始まり、翌年の3月31日に終わるものとする。

The Constitution of the
Teaching Younger Learners Special Interest Group
of NPO Japan Association for Language Teaching

Name

Article 1

The name of the organization is the Teaching Younger Learners Special Interest Group. Its abbreviation is TYL SIG.

Affiliation

Article 2

1. The TYL SIG is a semiautonomous group within NPO JALT (The Japan Association for Language Teaching).

2. In the conduct of its activities, the TYL 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 TYL 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, carry on other activities for those interested in the improvement of the language teaching and learning of young learners, 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 TYL SIG shall hold an Annual General Meeting (AGM) at the JALT International Conference. The time and place shall be announced to all TYL SIG members at least one month in advance of the meeting. Each TYL 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 and Administration

Article 6

1. The TYL SIG Coordinating Committee is the policy-making body of the TYL SIG and is comprised of the officers listed in the Bylaws, Section 1.

2. Terms of Officers elected at the Annual Meeting or thereafter shall start immediately and be effective as a rule until the election at the following year's Annual Meeting. The term of office shall be for one year.

3. 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.

4. An officer shall begin his or her term of office immediately following the Annual General Meeting and perform his or her duties until the election at the following year's Annual General Meeting. Re-election shall not be prohibited.

5. 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 7

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

Publications

Article 8

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

Financial year

Article 9

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

(定款の変更)

第10条

この定款を変更しようとするときは、改正案は、本部会の役員会の少なくとも3名の役員もしくは少なくとも5%の部会員によって提案されなければならない。提案された改正案は、全会員にきちんとした書式で明確に説明され、オンラインで通知される手続きを経て承認されなければならない。提案された改正案は、オンラインの、または総会に出席した正会員の3分の2で承認されなければならない。改正案は承認後直ちに有効となる。

児童語学教育研究部会の付随定款

I. 役員職務

(1) 部会代表：部会代表は、本部会調整委員会の活動の企画、および本部会の業務の監督に関する全般的な責任を負う。部会代表は、本部会の年次総会、および本部会が後援するその他の行事を統轄しなければならない。部会代表の不在においては、代表により指名された他の役員が部会の議長を務めなければならない。部会代表は、他の類似団体との連絡役を務めなければならない。部会代表は、全国語学教育学会に年次報告書を提出しなければならない。

(2) 会計担当：会計担当は、すべての財務記録を管理し、本部会のすべての資金を集め、すべての支出を行う責任を負う。会計担当は、本部会の財務状況を年次総会において発表し、定期会計報告書を全国研究部会会計連絡係に提出しなければならない。会計担当は、計算書類を毎年末の決算後に行われる内部監査のために作成しなければならない。

(3) 企画担当：企画担当者は、必要に応じて本研究部会の役員とその他のJALT関連担当者との連絡を取り、定期的または特別なプログラムの立案・企画を管理する。TYL SIG会員からの発表提案を促し、必要に応じて審査する。JALT年次国際大会、SIGフォーラムの発表者に連絡を取り、発表の調整を行い、JALT支部、JALTの特別な会合、その他のL2教育に関する国内外の組織にプログラムを提供する。

(4) 広報担当：広報担当者はTC SIG会員に対し、テレ・コミュニケーション(Eメール及びインターネット)を促進・取りまとめし、TC SIGウェブサイトの管理に責任を持つ。担当者は企画担当者と協力しTC SIGの会合等を適切な時期に宣伝する。

(5) 会員担当：会員担当者は会員の登録や更新、会員によって提供された情報の管理、会員の総合的かつ最新のリストの管理、内部分析のためのデータベース化、そして該当するJALT役員への会員情報の提供を行う。会員担当者は、TYL SIG出版物の配送のため、広報担当者、出版担当者を補助する。

(6) 出版担当：出版担当者は、TYL SIG編集チームと共に少なくとも年3回、会報を編集し、発行する。

(7) 要件とされる6つの役割に加えて、必要と認められる他の重要な責任を果たすために、書記、ウェブサイト担当、無任所役員、JALT Junior サイト担当、JALT Junior 企画担当、JALT Junior 施設委員長など他の役割を制定することができる。これに加え、数を限定しないボランティアの役員がチームとして、副広報委員長など責任分担を反映するような名称を使って、協力することができる。

(8) 本部会代表に指名される諸委員会の委員には、TYL SIGの地域会員がなることもできる。ただし、各委員会の委員長はTYL SIG執行役員会の役員でなければならない。

II. 任命、選挙、欠員及び解任

(1) TYL SIG執行役員会は正会員に対して、本部年次総会に先立って文書により、役員候補者の指名を行うように求め、その指名を受理する。

(2) 役員候補者は、指名の受諾を認め、略歴を提出しなければならない。

(3) 執行役員会役員は、役員候補者名簿を決定するために、本部予備選挙として会員を選挙人名簿に登録する権限を有する。役員候補者名簿は執行委員会に動議として提案され承認を得る。新設あるいは分担する役割の数に制限はない。選挙人はTYL SIG会員とする。

(4) 役割のポストが争われていないならば、TYL SIG執行役員会は、全役職が満たされた候補者名簿を年次総会に提案し、出席した会員の承認を得る。複数の候補者がいる役職においては、年次総会にて選挙を行うかあるいは年次総会に先立ってインターネットによって選挙を行う。この選挙結果は、年次総会にて報告及び確認される。

(5) 役員を補充し、TYL SIG執行役員会の承認を受ける。

(6) 役員がTYL SIG定款及び細則、TYL SIG執行役員会方針、または全国語学教育学会定款及び細則に定められた職務を遂行しない場合は、TYL

Amendments

Article 10

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

The proposed amendment(s) shall be ratified in a procedure clearly explained to all TYL SIG members in writing and delivered online. The proposed amendment(s) must be approved by at least two-thirds of the members voting at the Annual General Meeting or online. Voting by absentee ballot will be possible. The amendment shall become effective immediately after approval.

Bylaws of the Teaching Younger Learners SIG

I. Officer Duties and Committees

1. Coordinator: The Coordinator shall have general responsibility for coordinating the activities of the TYL SIG Executive Board and for directing the affairs of the TYL SIG. She/he shall preside at the TYL SIG Annual Meeting and at other TYL 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 TYL SIG. She/he shall present an account of the financial status of the organization at the TYL 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 TYL 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, social media) among TYL SIG members and is responsible for the management of TYL SIG's website. The Chair shall also make efforts to advertise TYL 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 TYL 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 TYL SIG publications.

6. Publications Chair: The Publications Chair shall work with the TYL SIG editorial team in editing and publishing at least three regular newsletters or special publications per year.

7. In addition to the six positions, supporting positions may be instituted to identify other important responsibilities such as Recording Secretary, Website Editor, Member-at-Large, JALT Junior Site Chair, JALT Junior Program Chair, JALT Junior Facilities Chair, etc. Any number of volunteer officers may work together as a team using titles to reflect this sharing of responsibilities such as Co-Publicity.

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

II. Nominations, Elections, Vacancies, and Removals

1. Nominations for officers by members in good standing shall be solicited and accepted by the TYL SIG Executive Board in writing prior to the Annual General Meeting.

2. Candidates must acknowledge acceptance of nomination and provide relevant biographical information.

3. 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 TYL SIG Members.

4. If no officer positions are being contested, the TYL 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. Election results will be announced and confirmed at the AGM.

SIG 執行役員会の 4 分の 3 の賛成投票によって、これを解任することができる。

III. 言語

TYL SIG の運営に使用する言語は、英語と日本語、またはそのどちらかとする。

IV. SIG の活動

会則に述べられた目的を遂行することに加え、TYL SIG は会員数を 50 名以上、役員数を 4 名以上に維持し、会報を年 3 回以上発行することを優先的に取り組む。

V. 改正

本定款細則の改正は、TYL SIG 執行役員会の多数決により提案されなければならない。改正案は年次総会開催前に会員に配布される。改正案が有効になるには、総会の出席会員の過半数の賛成によって承認されなければならない。もしくは TYL SIG 執行役員会の 3 分の 2 の賛成で改正されるものとする。

VI. 議事進行の手続き

部会代表は、TYL SIG 執行役員会、および年次総会の運営手続きを提案する。この提案に異議のある場合は、出席の執行役員が、定款及び細則に即して、議事進行の規則と手続きを議論して定めるものとする。

この定款細則は 2020 年 2 月 21 日 JALT TYL SIG 執行委員会によって承認された。

この定款細則は 年 月 日 JALT 執行役員会で受理された。

この定款細則は 2020 年 3 月 16 日 JALT TYL SIG 分野別研究部会の年次総会で批准された。

5. If for any reason an office becomes vacant, the vacancy shall be filled by appointment by the Coordinator, subject to approval by the TYL SIG Executive Board.

6. An officer who fails to perform his/her duties under the TYL SIG Constitution and Bylaws or the JALT National Executive Board policies may be removed from office by a three-fourths vote of the TYL SIG Executive Board.

III. Language

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

IV. SIG Activities

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

V. Amendments

Amendments to these Bylaws may be proposed by a majority vote of the TYL 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 TYL SIG Executive Board.

VI. Management of Meetings

The Coordinator shall recommend procedures for the management of the TYL 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.

Approved by the TYL SIG Executive Board on February 21, 2020.

Accepted by the JALT Executive Board on _____.

Ratified by the TYL SIG members on March 16, 2020.

Motion 2021-1-04: Formation of the Listening SIG (Proposed by Grant Osterman, SIG Representative Liaison)

Motion passed with unanimous consent

Moved that the formation of the Listening SIG be approved as a nonvoting SIG, together with its proposed Constitution, in accordance with Article V.2 of the Bylaws.

Rationale:

A group was formed by officers connecting at previous conferences who all shared a common interest in listening. Since 2018, we have continued to actively connect teachers and researchers with similar interests to write articles, share ideas in presentations, and support each other with teaching ideas and resources. We feel that this new SIG would benefit many of JALT's current and potential members and reach a broader membership who have an interest in Listening and other facets of teaching.

The Listening SIG aims to provide a forum for focused listening research and discussion in specific regard to teaching and learning. The group offers both teachers and researchers a place to connect, collaborate and share practice and research regarding how teachers teach listening and assess their learners, how learners improve their listening and use it to improve their knowledge, and finally how theoretical aspects connect to classroom practice. The Listening SIG aims to be a driving force for both current and future research in the field of how listening can be taught, learned, and tested in an increasingly global context.

(Note: A petition has been received in support of this motion, signed by 36 JALT members in good standing, including five who are prepared to be officers of the SIG.)

Petition to Form a JALT Chapter / Special Interest Group (SIG)

We the undersigned, JALT National members in good standing, petition the JALT Executive Board to be recognized as a Forming Listening SIG.

Given Name, Family Name	JALT Member?	Email	Date
			
1. Joseph Siegel	No	jojo.siegel@gmail.com	
2. Andre Parsons	Yes	parsons.andre@h.hokkyodai.ac.jp	
3. Rich Bailey	Yes	richbailey911@gmail.com	
4. Daniel Bradley	Yes	mr.bradley.sensei@gmail.com	
5. David Hammett	No	hammettd89@gmail.com	
6. Sam Berry	Yes	samberrymail@gmail.com	
7. Christopher Modell	Yes	clmodell@yahoo.com	
8. Guadalupe Arzeta	No	arisarzeta@gmail.com	
9. Phil Chappell	Yes	Philip.chappell@mq.edu.au	
10. Patrick Conaway	Yes	patrick.conaway@gmail.com	
11. Stuart McLean	Yes	stumc93@gmail.com	
12. Maria Gabriela Schmidt	Yes	gabrielaschmidtjp@gmail.com	
13. Chris Cooper	Yes	cooperchris17@gmail.com	
14. David Kluge	Yes	klugenanzan@gmail.com	
15. Michael Giordano	Yes	mikegio123@gmail.com	
16. Kathryn Akasaka	No	Kathrynsensei100@gmail.com	
17. Bryce Harris	No	bdmh.42@gmail.com	
18. Adam Gyenes	Yes	adam@rku.ac.jp	
19. Michael Phillips	Yes	maikelfileps@gmail.com	
20. Roger Ferrari	Yes	roger.v.ferrari@gmail.com	
21. Robin Sneath	Yes	robinsneath@reitaku-u.ac.jp	
22. Brett Milliner	Yes	Milliner@lit.tamagawa.ac.jp	
23. Heidi Wiltamuth	Yes	heidi_wiltamuth@yahoo.com	
24. Bradley Irwin	Yes	Irwin.bradley@nihon-u.ac.jp	
25. Mathew Porter	Yes	porter@fukujo.ac.jp	
26. William Pellowe	Yes	pellowe@fuk.kindai.ac.jp	
27. Quenby Hoffman Aoki	Yes	quenbya@yahoo.com	
28. Chris Howe	No	Chrishowe10@hotmail.com	
29. Nicholas DiNunzio	Yes	nick.dinunzio@gmail.com	
30. Jeff Crawford	Yes	jeffcrawfordlincs@gmail.com	
31. Colin Skeates	Yes	colin.skeates@gmail.com	
32. Doug Strable	No	dstrable@gol.com	
33. Gary Henscheid	Yes	garytexas44@gmail.com	
34. Juha Vaittinen	Yes	juhapmvaittinen@gmail.com	
35. Glenn Magee	Yes	magee.mie@gmail.com	
36. Rich Lee	No	leera1@mac.com	
37. Nathan Ducker	Yes	nathanducker@gmail.com	
38. Gretchen Clark	Yes	gretchen3clark@gmail.com	
39. Adam Jenkins	Yes		
Stuart Benson	Yes – officer		
Naheen Madarbakus	Yes – officer		
David Coulson	Yes- officer		
Michael Crawford	Yes – officer		
Todd Beuckens	Yes - officer		

□

A nonvoting chapter requires 10 members with a list of officers. A SIG requires 30 members, with a list of officers.

全国語学教育学会
リスニング研究会研究部会定款

(名称)

第1条

この法人の名称は、日本語名で、Listening リスニング SIG 研究会と
いう。英語名では、Listening Special Interest Group といい、略称
を Listening SIG とする。

(所属)

第2条

1. リスニング SIG 研究会は非営利団体 (NPO) の全国語学教育学
会 (JALT) に所属する半自治的グループである。
2. リスニング SIG 研究会は、その活動の実施に当たって、JALT 全
国執行役員会の方針と指示を守り、全国語学教育学会定款及び細則の
規定に従って行動しなければならない。

(存在理由)

第3条

リスニング SIG は、研究を促進し、定期的な会議やフォーラムを開
催し、出版物を発行し、リスニングからの教育と学習で自分自身や他
の人々を支援することに関心を持つ人々と協力することを目的とする非
営利組織です。

目的)

第4条

リスニング SIG 研究会はリスニング SIG と学習の改善やそのための
各種活動の開発への貢献、社会教育および国際協力に関心を持つもの
に対して、研究の促進、定期的な会合やフォーラムの開催、出版物の

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

Name

Article 1

The name of the organization is *Listening SIG* in Japanese and the Listening
Special Interest Group in English and its abbreviation is Listening SIG.

Affiliation

Article 2

1. The Listening SIG is a semi-autonomous group within NPO JALT (The
Japan Association for Language Teaching).

2. In the conduct of its activities, the Listening 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 Listening SIG is a non-profit organization whose purposes are to foster
research, hold periodic meetings and forums, issue publications, and
cooperate with those interested in helping themselves and others in teaching
and learning from listening.

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 Listening SIG shall hold an Annual General Meeting (AGM) at the JALT
International Conference. The time and place shall be announced to all

発行、JALT SIG を含む関連研究会との協力およびその他の事業を
行うことを目的とする非営利団体である。

(総会)

第5条

本部会は、全国語学教育学会の年次国際大会時に総会を開催する。日
時と場所は、開催日の少なくとも1ヶ月前までに全会員に通知されな
ければならない。総会に出席した会員をもって、総会の定足数とし、
各正会員の表決権は平等なものとする。部会年次総会に出席した会員
数をもって、議決に要する定数とする。この総会において、部会役員
は、前回の部会総会時以来の部会の財務、企画、会員、広報の状況に
ついて報告する。次年度の部会役員の出選は本部総会において行う。

(執行役員会)

第6条

執行役員会は、本部会の主な方針決定機関である。執行役員会は、役
員をもって構成する。執行役員会における各役員の表決権は平等なも
のとする。すべての提案と動議は出席した役員の過半数をもって決
し、可否同数のときは、議長が決するところによる。

(役員)

第7条

本部に、次の役員を置く：部会代表、会計担当、会員担当、企画担
当、出版担当。役員は、全国語学教育学会の年次国際大会時に開催さ
れる総会において、選出し、承認される。役員の出選のための投票は
事前にインターネットに寄り実施することもできる。役員の任期は、
1年とし、JALT の総会終了後直ちに始まる。役員は次の総会での役
員選挙時までその職務を行う。但し、再任を妨げない。しかしなが
ら、部会代表および会計は同一人物により2つ以上の役得を兼ねるこ
とはできない。

Listening SIG members at least one month in advance of the meeting. Each
Listening 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.

Executive Board

Article 6

The Executive Board shall be the chief policy-making body of the Listening
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 Listening SIG has the following officers: Coordinator, Treasurer,
Membership Chair, Program 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 1 (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.

(代償)

第8条

役員には、その職務を執行するために要した費用を弁償することができる。

(出版物)

第9条

本部会は、オンライン版を含め、少なくとも年3回の出版物を発行しなければならない。

(会計年度)

第10条

本部会の会計年度は毎年4月1日に始まり、翌年の3月31日に終わるものとする。

(定款の変更)

第11条

この定款を変更しようとするときは、改正案は、本部会の役員会の少なくとも3名の役員もしくは少なくとも5%の部会員によって提案されなければならない。提案された改正案は、全会員にきちんとした書式で明確に説明され、Eメールで通知される手続きを経て承認されなければならない。提案された改正案は、オンラインの、または総会に出席した正会員の過半数で承認されなければならない。不在投票は可能とする。

リスニング SIG 研究部会の付随定款

1. 役員の職務

(1) 部会代表

部会代表は、本部会調整委員会の活動の企画、および本部会の業務の監督に関する全般的な責任を負う。部会代表は、本部会の年次総会、および本部会が後援するその他の行事を統轄しなければならない。部会代表の不在においては、代表により指名された他の役員が部会の議長を務めなければならない。部会代表は、他の類似団体との連絡役を務めなければならない。部会代表は、全国語学教育学会に年次報告書を提出しなければならない。

(2) 会計担当

会計担当は、すべての財務記録を管理し、本部会のすべての資金を集め、すべての支出を行う責任を負う。会計担当は、本部会の財務状況を年次総会において発表し、定期会計報告書を全国研究部会会計連絡係に提出しなければならない。会計担当は、計算書類を会計年度末の決算後に行われる内部監査のために作成しなければならない。

(3) 企画担当

企画担当者は、必要に応じて本研究部会の役員とその他の JALT 関連担当者と連絡を取り、定期的または特別なプログラムの立案・企画を管理する。リスニング SIG 会員からの発表提案を促し、必要に応じて審査する。JALT 年次国際大会、SIG フォーラムの発表者に連絡を取り、発表の調整を行い、JALT 支部、JALT の特別な会合、その他の L2 教育に関係する国内外の組織にプログラムを提供する。

(4) 会員担当

会計担当者は会員の登録や更新、会員によって提供された情報の管理、会員の総合的かつ最新のリストの管理、内部分析のためのデータベース化、そして該当する JALT 役員への会員情報の提供を行う。会員担当者は、リスニング SIG 出版物の配送のため、広報担当者、出版担当者を補助する。

(5) 出版担当

出版担当者は、少なくとも年3回、会報（英語名は『The Listening Post』）を編集し、発行する義務を負う。会報は、オンラインでの発行になることもあるが、少なくとも年一回は印刷した形で発行される

Publications

Article 9

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

Financial year

Article 10

The Listening 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 Listening SIG Executive Board or at least 5% of the Listening SIG members.

The proposed amendment(s) shall be ratified in a procedure clearly explained to all Listening 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 Listening SIG

I. Officer Duties and Committees

- 1. Coordinator:** The Coordinator shall have general responsibility for coordinating the activities of the Listening SIG Executive Board and for directing the affairs of the Listening SIG. She/he shall preside at the Listening SIG Annual Meeting and at other Listening 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 Listening SIG. She/he shall present an account of the financial status of the organization at the Listening 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 fiscal 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 Listening 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. Membership Chair:** The Membership Chair shall be responsible for registering and renewing Listening 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 Publication Chair as needed for distribution of Listening SIG publications.
- 5. Publications Chair:** The Publications Chair is responsible for editing and publishing at least 3 official newsletters (*The Listening Post*) 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.
- 6. Publicity Chair:** The Publicity Chair shall foster and coordinate telecommunications (email, Internet) among Listening SIG members and is responsible for the management of Listening SIG's member listserv, Officers' group, and the Listening SIG website. The Chair shall also make efforts to advertise Listening SIG events in a timely manner [in conjunction with the Program Chair.]
- 7.** In addition to the five required positions, supporting positions may be instituted to identify other important responsibilities such as: Recording Secretary, Website Editor, Member-at-Large, etc. Any

ものとする。編集者は、必要な場合は、会報編集助手および編集部員を指名することができる。

広報担当

広報担当者はリスニング SIG 会員に対し、テレ・コミュニケーション (Eメール及びインターネット上) を促進・取りまとめし、リスニング SIG 会員のリストサップ、役員のグループ、SIG ウェブサイトの管理に責任を持つ。担当者は企画担当者として協力し Listening SIG の会合等を適切な時期に宣伝する。]

(7) 要件とされる5つの役職に加えて、必要と認められる他の重要な責任を果たすために、書記、ウェブサイト担当、無任所役員など他の役職を制定することができる。これに加え、数を限定しないボランティアの役員がチームとして、副広報委員長など責任分担を反映するような名称を使って、協力することができる。

(8) 本部会代表に指名される諸委員会の委員には、リスニング SIG の地域会員になることもできる。ただし、各委員会の委員長はリスニング SIG 執行役員会の役員でなければならない。

II. 任命、選挙、欠員及び解任

(1) リスニング SIG 執行役員会は正会員に対して、本年年次総会に先立って文書によってあるいは総会において直接、役員候補者の指名を行うように求め、その指名を受諾する。

(2) 役員候補者は、指名の受諾を認め、年次総会に略歴を提出しなければならない。

(3) 執行役員会役員は、役員候補者名簿を決定するために、本部予備選挙として会員を選挙人名簿に登録する権限を有する。役員候補者名簿は執行委員会に動議として提案され承認を得る。新設あるいは分担する役職の数の制限はない。選挙人は JALT 会員および本部会地域会員とする。

(4) いずれの役職にも2名またはそれ以上の候補者がいないときは、本部会執行役員会は役職を充たした候補者名簿を年次総会に提案

number of volunteer officers may work together as a team using titles to reflect this sharing of responsibilities such as Co-Publicity, etc.

8. 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 Listening SIG Executive Board.

II. Nominations, Elections, Vacancies, and Removals

1. Nominations for officers by members in good standing shall be solicited and accepted by the Listening SIG Executive Board, either in writing prior to the Annual General Meeting or in person at the meeting.

2. Candidates must acknowledge acceptance of nomination, and provide relevant biographical information at the Annual General Meeting.

3. 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 Listening SIG Members.

4. If no officer positions are being contested among two or more candidates, the Listening 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 Listening SIG Annual General Meeting.

5. If for any reason an office becomes vacant, the vacancy shall be filled by appointment by the Coordinator, subject to approval by the Listening SIG Executive Board.

6. An officer who fails to perform his/her duties under the Listening SIG Constitution and Bylaws or the JALT National Executive Board policies may be removed from office by a three-fourths vote of the Listening SIG Executive Board.

この定款細則は、会費の承認を得る。リスニング SIG 執行役員会がある場合承認定款細則は、本部会代表に指名される諸委員会の委員には、リスニング SIG の地域会員になることもできる。ただし、各委員会の委員長はリスニング SIG 執行役員会の役員でなければならない。

(5) 何らかの理由で役員に欠員が出た場合は、それを補充し、リスニング SIG 執行役員会の承認を受ける。

(6) 役員がリスニング SIG 定款及び細則、リスニング SIG 執行役員会方針、または全国語学教育学会定款及び細則に定められた職務を遂行しない場合は、リスニング SIG 執行役員会の4分の3の賛成投票によって、これを解任することができる。

III. 言語

リスニング SIG の運営に使用する言語は、英語と日本語、またはそのどちらかとする。

IV. SIG の活動

会則に述べられた目的を遂行することに加え、リスニング SIG は会員数を50名以上、役員数を4名以上に維持し、会報を年3回以上発行することを優先的に取り組む。

V. 改正

本定款細則の改正は、リスニング SIG 執行役員会の多数決により提案されなければならない。改正案は年次総会開催前に会員に配布される。改正案が有効になるには、総会の出席会員の過半数の賛成によって承認されなければならない。もしくはリスニング SIG 執行役員会の3分の2の賛成で改正されるものとする。

VI. 議事進行の手続き

部会代表は、リスニング SIG 執行役員会、および年次総会の運営手続きを提案する。この提案に異議のある場合は、出席の執行役員が、定款及び細則に即して、議事進行の規則と手続きを議論して定めるものとする。

III. Language

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

IV. SIG Activities

In addition to fulfilling its purpose as stated in the constitution, the Listening 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.

V. Amendments

Amendments to these Bylaws may be proposed by a majority vote of the Listening 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 Listening SIG Executive Board.

VI. Management of Meetings

The Coordinator shall recommend procedures for the management of the Listening 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 Listening SIG Executive Board on 3/21/2020, D Coulson, N Madarbakus,

This Constitution and Bylaws were accepted by the JALT Executive Board on _____

This Constitution and Bylaws were ratified by the Listening SIG members

Motion 2021-1-05: Amendments to Standing Rule 2.4 (proposed by Caroline Handley, Brain SIG Coordinator)

Motion passed with unanimous consent.

The Publications Board wishes to make changes, as below, to Standing Rule 2.4 so that it reflects the current content of *The Language Teacher*, JALT's bimonthly publication.

Rationale: Considerable changes to the content of *The Language Teacher* were made when Jerry Talandis Jr was Publications Board Chair, as there was no longer any need for it to function as a newsletter, given the ubiquitous nature of digital communication. Instead of publishing information about upcoming and past Chapter and SIG events, extra columns were created, focusing on pedagogy and professional development. However, the Standing Rule regarding the content of *The Language Teacher* has not been modified for over 10 years and still refers to its transition from a monthly to a bi-monthly publication.

Proposed Standing Rule 2.4:

Standing rule 2.4 Publication and form of the Language Teacher

The content of *The Language Teacher* and publicity of events to JALT members:

- 1) *The Language Teacher* is published bimonthly in January, March, May, July, September, and November (i.e., the beginning of January is the publication of the January/February issue, etc.)
- 2) The bimonthly *TLT* focuses on publishing articles of direct relevance to JALT members, including peer-reviewed articles and non-peer-reviewed articles in areas of specific interest:
 - a) Peer-reviewed articles will include Feature Articles and Readers' Forum manuscripts. The non-peer-reviewed content (JALT Praxis) is published in columns with a specific focus, such as My Share (lesson plans), Younger Learners, and Book Reviews. Such columns may change to reflect changing needs and interests, providing editorial flexibility regarding length and variety of content.
 - b) News and information about JALT (JALT Focus) provides important information for JALT members, although the majority of news is hosted on the JALT website, where it can be posted as soon as it is available.
- 3) The Web Editor is responsible for managing and editing the news and information disseminated on the JALT site and in *The Language Teacher*. In principle this editor is a member of the Publications Board.
- 4) Information about upcoming events and recent publications is disseminated to members via email by the Director of Public Relations each month. JALT Publications also maintains Facebook and Twitter accounts.

Current Standing Rule 2.4:

Standing Rule 2.4: Changes in the publication and form of The Language Teacher [EBM Motion 20093-6]

(proposed by Caroline Latham as Okinawa Chapter Rep, passed [37-0-1] 24 November, 2009)
The EBM confirms the Publications Board's plans to move The Language Teacher to a larger, bimonthly publication, with detailed news and information being available to members online.

Specifically, this involves:

- 1) From January 2010, The Language Teacher becoming a bimonthly publication, appearing in January, March, May, July, September, and November (i.e., the beginning of January sees the publication of the January/February issue . . .)
- 2) The bimonthly *TLT* will be a bigger issue than the current monthly version:
 - a) The "front half" items (articles of interest, opinion pieces and the like) become two months' worth of the current front half. That is, the overall volume would remain around the same as it

is currently, but with increased editorial flexibility vis-à-vis length and variety of input.

b) The back half (news, information, contact details etc.) will be more compact, with URL links to the JALT website for fuller, detailed information. These detailed items will be uploaded to the JALT site as soon as they are available, rather than waiting for the regular TLT publication deadline.

3) The appointment of a Web Editor (provisional title) to be responsible for managing and editing the news and information disseminated on the JALT site and in The Language Teacher. This Editor to be a member of the Publications Board.

4) If really necessary, important information can be disseminated to members via email in “in-between” months.

ITEM 8. Discussion Items

Introduction of New Board of Directors.

- Board members introduced themselves and spoke to future goals they have for their roles.
- Several BOD members and EBM members made a call for committee support and asked for volunteers.

- Vice President did a presentation on the new website and system and answered a few questions from the EBM.

- UALS did a small talk updating EBM about UALS

- Vice President did a presentation on BASECAMP – answered questions from the EBM

<<<<<<<<< End of February 2021 EBM Agenda >>>>>>>>>

Appendix B: Minutes to Board of Directors Meeting January 2021



JALT Board of Directors Meeting

January 23 - 24, 2021

Online

Attendance

President - Dawn Luovich

Vice President - Robert Chartrand

Director of Treasury - Michael Mielke

Director of Records - Kenn Gale

Director of Membership - Melodie Cook

Director of Public Relations - Bill Pelowe

Director of Program - Wayne Malcolm

Auditor - Steve Brown

Nu mb er	Curre nt Status	Office r	New Statu s	Timefra me	Current Notes
1	1. Action	SRL	Table d	Feb 2019 EBM	<p>SRL has not started this, but he will send out email today and try to get 2 to 3 presentations at the June EBM. President and VP will work with CRL and SRL to work with speakers at each EBM for PD. (SRL will send out a request on EBM-Net for ideas for professional development presentations at Feb 2019 EBM (Cory Koby and Alan Simpson to talk about collaboration, include diverse speakers). ACTION: President will ask CRL and SRL to do short presentation at the EBM. ACTION: COC to do presentation in JUNE. ACTION: Cory and Alan will do presentation on collaboration ACTION: DOT will lead discussion item about pricing for JALT local events ACTION: President will lead discussion item on best practices for elections.</p> <p>Moved to future when we do an onsite. ACTION: SRL/CRL will work with president when scheduling presentation for EBM for 2020-2021.</p> <p>This is regards to having EBM more PD or business focused, which would possibly allow university funding. Need to discuss with CRL and SRL at the February EBM. ACTION: SRL.CRL Get back to this and do planning for Feb EBM.</p> <p>1/23 Tabled - BOD will discuss how to organize ebm themes/and additional PD sessions...</p>

2	1. Action	Auditor	Ongoing	Sept BOD	<p>Auditor will investigate into our NPO status to deal with the quorum.</p> <p>This is an ongoing discussion to try and find a way to simplify the quorum process. Most of the investigation has not lead to any success. The auditor is considering different options that may involve have members or chapters or SIG be used in finding quorum. This is an ongoing topic and auditor will look further into it. Action: Auditor will explore steps to looking into this process and discuss with lawyer prior going to Tokyo Met. Govt.</p> <p>1/23/21 Ongoing</p>
3	1. Action	SRL/CRL	DONE		<p>SRL/CRL will draft guidelines related to budget for speakers/etc for officer resources and handbooks.</p> <p>NOTES: No progress made as of yet.</p> <p>ACTION: SRL and CRL should come up with proposal for a set guideline of what that standard should be. Transportation should be a separately paid fee.</p> <p>Action: SRL/CRL will discuss with sigs and chapters and ensure leaders are clear and communicate with the speaker. SRL and CRL will report back at January BOD</p>
4	1. Action	President, DOR	Ongoing		<p>ACTION: DOR/DOPR will develop google doc to send to officers to fill out reports and motions for the February EBM January 11/12.</p> <p>Ongoing - DOR will present a draft by October 1st for google forms for reports/motions/etc.</p> <p>1/23 DOPR and DOR will work on and prepare by June EBM</p>
5	1. Action	DoP	DONE		<p>ACTION: While this is a rare and case by case basis, the DOP will form an official policy. ACTION: DoP will draft policy for co-presenters. ACTION: Draft a policy about contacting 'no show' presenters and inform them of not being able to present at the following years conference.</p> <p>No action taken yet, but will be done by May 26th.</p> <p>Action: DOP will finalize the no-show presenters draft and submit by October 2nd. Action: DOP will draft a policy related to all presenters listed in the handbook MUST register for the conference, however, if one is absent, but the lead presenter presents on their behalf, that is acceptable...</p> <p>1/23 DONE</p>
6	1. Action	President	ACTI ON		<p>Taking action on creating a research approval committee of some kind that deals with requests in order to complete academic research. ACTION: President will come up with motion to present at BOD January to present at February EBM.</p> <p>This would be a committee headed by the VP. ACTION President will draft a proposal. Members will include JALT journal editor, TLT editor and Pubs Board chair and 3-4 additional members.</p>

					1/23 ACTION: President will send out a call for members to participate in this program.
7	1. Action	DoPR (via CRL/ SRL)	ONG ONG		<p>Progress report on the information gathering about Chapter and SIG agreements with other organizations.</p> <p>Full report will be presented at September BOD</p> <p>Action : DoPR with SRL/CRL will finalize information gathering and partnerships will be advertised on partnership website and benefits will be listed...</p> <p>1/23 Ongoing</p>
8	1. Action	DAC	DONE	January BOD	<p>DAC will provide a summary of DAC partnership tiers to UALS group to help identify future partners.</p> <p>1/23 DONE</p>
9	1. Action	IAC Chair	Ongoi ng	Novemb er	<p>President will submit a proposal for international leadership conference</p> <p>1/23 follow up with IAC regarding this</p>
10	1. Action	DOT/ VP	ACTI ON		<p>DoT PayPal workshop</p> <p>Action: DoT will put together a video by end of October on how to use paypal for chapters and Sigs.</p> <p>1/23 Action: DoT will put together a video by end of October on how to use paypal for chapters and Sigs. Action: DOT/VP will further investigate options for credit card payments</p>
11	1. Action	RPAC /DoP	ACTI ON		<p>Pansig update at Jan BOD.</p> <p>1/23 Ongoing, RPACC are moving forward. still deciding price and determining hybrid or not</p> <p>Action: DoP will work with RPAC and SRL and Auditor to establish Pansig more within the JALT umbrella</p>
12	1. Action	BOD	ACTI ON	January BOD	<p>New BOD will decide switch on date for Gsuite and related to database interface upon completion.</p> <p>1/23 Action: VP will organize training videos Action: VP/Richmond update EBM in February via his report Action: Richmond/Ken come up with FAQ Action: Sean will complete the training videos with VP follow up Action: VP will set up training in Mid-March</p>
13	2. Ongoi ng	Presid ent /JCO	DONE		<p>This was previously discussed and then a minor conversation took place after the June EBM. However, nothing was submitted. Discussion: when a group is doing an event, the idea of requiring insurance sounds like a reasonable item to add to the budget.</p> <p>ACTION: CRL/SRL will discuss the need for insurance at all 'events'. Insurance should be a standard plan purchased through JCO who will handle the package. Any paid event should be covered. No progress made yet. ACTION: JCO will put the basic insurance information on the website.</p> <p>Update: SRL and CRL will be clear about the policy and update</p>

				<p>their teams that insurance is available and recommended. We will update SRL and CRL of the policy during their meeting tomorrow at the BOD.</p> <p>1/23 CRL has updated chapters. SRL will update SIGS as well. DONE</p>
14	2. Ongoing	DOT	ACTI ON	<p>DOT will revise the treasury handbook related to terminology at social events. NOTE: Standing Rule 6.4 ACTION: DOT will review on how to use money for social events with the CTL/STL and FSC chair. NOTES: Before Nov 2019 will be updated.</p> <p>ACTION: DoT will speak of this at the Feb EBM and include it in his report.</p> <p>This is done now, but final step is to update the handbook.</p> <p>Action: DoT will speak of this at FEB EBM, update handbook and prepare in his report</p>
15	2. Ongoing	JCO	ONG OING	<p>Director passwords to JCO ACTION: All directors to provide passwords for any JALT related accounts to JCO (Jalt.org, gmail, mailing list, etc) by January 18th. ACTION: All directors need to start using the official accounts as of now. ACTION: DOT and President will work together to delete old slack accounts. President will give his passwords to slack to JCO.</p> <p>Junko will confirm that she has all passwords.</p> <p>ONGOING: no need to process now</p>
16	2. Ongoing	DOP	ONG OING	<p>UALS Report: 14 language groups/Japanese only JALT needs to host an event in 2020. Discussion to have it at the conference in Tsukuba to simplify the process. ACTION: DOP- Schedule the UALS for Saturday evening at the 2020 conference. DOT will contact UALS and inform them of our intention. Assign reps to handle the conference. DOP will follow up on that. We will set an area at Tsukuba. We need to follow up and find a speaker for the event.</p> <p>Ongoing with auditor and DoP and RPACC will continue planning this. It will be held at the national conference in 2020.</p> <p>DOP and DOT will work with UALS to discuss the symposium.</p> <p>DOT pointed out that nothing is on the JALT website regarding UALS, also DOT suggested to UALS to update the UALS website as it is 10 years old. ACTION: DOP will follow up to get information up on the website about UALS. ONGOING DOT and DOP still working with UALS on the symposium and there is a conference in October.</p>

				1/23 Ongoing VP and DoP are working with UALS on website and event on March 6th, 2021. VP/DoP will report back in May.
17	2. Ongoing	YLS Chair	DONE	<p>Incoming YLS Chair to contact ESTEEM and establish new relations.</p> <p>Prior to contacting ESTEEM new DAC partnership agreement levels need to be complete - DONE</p> <p>NOTES: YLS reached out and made contact and is in communication with them. YLS is waiting for guidelines.</p> <p>YLS has reached out to them, still ongoing. ESTEEM is very small. YLS will reach out to DAC.</p> <p>1/23 Done. follow up with DAC.</p>
18	2. Ongoing	President, DOT, DOR	ONGOING	<p>ACTION: DOT, President and DOR will get together for a weekend to discuss the policy handbook. PENDING ACTION: DOR will convert the policy handbook to PDF and update it on regular basis and update it to the officer resources of the website. CRL/SRL will include this topic in their breakout sessions. Upon request DOR will provide content based on searches based on different officer positions. SRL and CRL will request info from the DOR.</p> <p>July 2nd scheduled zoom meeting or hybrid. Details and location to be determined.</p> <p>Still need to schedule. Delayed due to corona</p> <p>1/23 will schedule time to meet and start this project</p>
19	2. Ongoing	DoP	DONE	<p>DOP and TAC are working together on projector replacement. So far, one has been replaced. ACTION: VP will ask TAC to find compact projector and submit new proposal from TAC. Also is this part of conference budget? ACTION: DOP will add this to conference budget @40/50,000 per projector.</p> <p>Deferred to January BOD.</p> <p>Not applicable this year. TAC has suggested a specific type of projector that will be passed to JCO. The decision to replace 4 every year is the goal. This will come from conference budget. ACTION: FSC chair will discuss this at the next FSC meeting.</p>
20	2. Ongoing	RPACC/YLS	ONGOING	<p>Discussion points. YLS talked about the idea of doing an event in September in Iwata and then another in May/June in Kobe, and possibly another one in March. ACTION: DoPR will set up new group on website calendar to advertise a new umbrella group for 'JALT professional development series'. ACTION: RPACC will submit the budget of 250,000 x 3 for seed money to get this program up and running. One of these events per year should be offered in Japanese instruction. ACTION: set up meeting with Curtis Kelley at the February EBM.</p> <p>ACTION: In process, DOPR will continue to work on this. Also consider online.</p> <p>This has been on hold, due to corona. ONGOING. Action:</p>

					<p>Incoming DOM and YLS and President will present a more clear proposal for online certification type program.</p> <p>1/23 Ongoing due to corona. Interest is still there, just waiting. present idea and update by June EBM</p>
21	2. Ongoing	BM	ONGOING	September BOD	<p>BM has started to go through the policy. ACTION: by May BOD the BM will have reviewed the entire handbook and report back.</p> <p>No progress made as of yet. ONGOING. Will report back at January BOD</p> <p>1/23 Ongoing, will report back at May BOD</p>
22	2. Ongoing	VP, IAC, DAC	ONGOING		<p>VP to contact both IAC and DAC chairs and have them develop a handbook based on available materials to be completed by the Feb EBM.</p> <p>ACTION: President will follow up with DAC/IAC chair.</p> <p>No progress made yet.</p> <p>1/23 Ongoing</p>
23	2. Ongoing	Auditor	ONGOING		<p>Auditor to follow up with Aleda in regards to difference between policy/standing rule and by law. <i>(Aleda will draft a definition of policy and provide for review at January 2019 BOD meeting.</i></p> <p>ACTION: Send message to Aleda and see if she can put that together and get to Steve.)</p> <p>NOTES: Standing rule is about how we do things as an organization. For example, how we select someone to do online voting committee or limits and budgets etc. Whereas policy is something more informal. problem is when we have a 'policy' we don't have to follow it. it is taken more like a suggestion. guidelines/policy are not clear RULES whereas standing rules are clear rules that come with repercussions. Side note discussion as far as SIG or Chapter reps can use funding for transportation and hotel to Pansig/conference. If there was a standing rule and NOT guidelines action can be taken toward individuals who go against it, as standing rules are voted on the EBM.</p> <p>Local groups have to submit financial statement same as the BOD does to be posted in the JENL.</p> <p>1/23 Ongoing: also this includes who can submit certain items to vote on. Auditor will draft a proposal. Auditor will submit draft by January BOD.</p>
24	2. Ongoing	DOR	DONE	Variable	<p>Short summary of each BOD meeting/activity to be submitted to the JALT focus column in the TL (international representation, current activities, board activities, etc.).</p> <p>ACTION: Within 2 weeks DOR will email DoPR a summary of the event.</p> <p>ongoing: DOR will write a summary of the weekend, have president check and then send to DoPR to post. Same going for those representing JALT at conferences.</p>

25	2. Ongoing	Auditor/NEC	ONGOING	January BOD	<p>Incoming Auditor, incoming NEC chair, SRL and CRL will work together to frame a standing rule which will cover SIG/Chapter elections.</p> <p>ACTION: Auditor will meet with outgoing Auditor at Feb EBM and present to May BOD, which will present at June EBM.</p> <p>ACTION: Auditor will work on this prior to next election.</p> <p>Ongoing. Auditor and NEC chair will propose something to SRL and CRL prior to January BOD meeting.</p> <p>1/23 Action: Auditor will have ready by June EBM</p>
26	2. Ongoing	Auditor	ONGOING	January BOD	<p>National elections results and the process of who issues the results. The draft will be put together and presented to EBM and then final approval at the OGM.</p> <p>ACTION: Auditor will discuss with NEC chair.</p> <p>Auditor will follow up with NEC to get this policy written up.</p> <p>1/23 Ongoing. NEC chair is putting together a handbook. Auditor and NEC chair will present at January BOD.</p>
27	2. Ongoing	CRL/SRL	DONE	January BOD	<p>ACTION: CRL will work with all chapter presidents to develop revised chapter presidents handbook. In addition the CRL will work on developing the CRL handbook for May BOD</p> <p>No progress made yet. ACTION: Outgoing BOD needs to be done by handover meeting. SRL/CRL will be done by conference. Discussion: SRL will work on handbook. SRL will coordinate with the CRL to propose a clear policy for presenters fee. Also prepare a rationale for SIG pricing tier system.</p> <p>No progress made as of yet. Ongoing.</p> <p>1/23 Ongoing. SRL will share current one with team and get ideas and revisions, etc. Action: CRL will create a working group to design a handbook.</p>
28	2. Ongoing	DoPR	Action	February EBM	<p>DOPR, JCO, AM liaison will work on updating the JALT information brochure.</p> <p>ACTION: JCO will provide copies of the JALT brochure and acting DOPR will make recommendation.</p> <p>NOTES: Continue to use current until depleted and then get new ones with bilingual text.</p> <p>No progress. President suggested a downloadable version.</p> <p>1/23 DoPR will investigate our print media situation. Postcards/brochure ads update for May BOD for a fall distribution.</p>

29	2. Ongoing	RPAC	ONGOING		<p>RPAC will coordinate with Paul Collett to upload the list of presenters. List of potential presenters is ready to be uploaded by Paul.</p> <p>RPAC is working on this.</p> <p>Rpac has started to build a team and work with Paul. A basic list is on officer resources but very not accessible. RPACC will continue to work on this list and help things move forward.</p> <p>Ongoing: RPAC will get what list they have now to Paul to get on the website now.</p> <p>1/23 ongoing RPACC will work with Paul to decide the best way to get the form and live version of the doc on the new HP.</p>
30	2. Ongoing	IAC Chair	Ongoing		<p>IAC Chair will revise and update the IAC Chair handbook.</p> <p>ACTION: IAC will have completed this by February EBM</p> <p>No progress made yet.</p> <p>1/23 Ongoing development as he learns the role.</p>
31	2. Ongoing	DoPR	Action		<p>External Relations Committee update on social media policies. Action DoPR will work with CoC chair (ongoing)</p> <p>1/23 DoPR will send report in time for the feb JENL.</p>
32	2. Ongoing	IPP	DONE	Jan BOD	<p>MEDIA KIT- IPP will work with JCO to get research and data and coordinate with Malcolm for the layout and design. Also looking into other sources for the layout to be more in line with Japanese style of media. Will check with professors and students who might be interested. DOPR will also reach out to BM to work on this project.</p> <p>ongoing. No progress made as of yet. Will revisit at the Jan BOD and new BOD will decide course of action.</p>
33	2. Ongoing	DoPR	ONGOING	Jan BOD	<p>DOPR will form a committee to work on logo guidelines and support for chapters and SIGs. (DOPR will work with Mark Brierley, Cameron Romney and Bob Sanderson to identify a committee for logo design.</p> <p>ACTION: DoPR will report back May BOD.</p> <p>Action: DoPR will do a write up with a new policy and present it to BOD/SRL/CRL</p>

34	2. Ongoing	BM	ONGOING	May BOD	<p>BM will review the current contribution system and make proposal <i>(Changing the contribution system to somehow credit AMs who are looking to make an immediate presence rather than have particular benefits take effect one-year later. Marcos Benevides from Atama-ii Books (An Associate Member) was a little dismayed that he spent a lot of money, time and energy with Lindsay and didn't really get anything for it at Shizuoka. Incidentally, he missed the booth allocation process because his status was not that high. He thought it should have been considering what he was doing for the conference. Now, this year, he isn't looking to make a big presentation, but gets all the benefits from last year. Is there a way to provide immediate benefits?)</i></p> <p>Proposal will be presented for next fiscal year, at September BOD. BM will ensure smaller AM get the same attention and care as larger ones.</p> <p>1/23 Ongoing This has been delayed until next year. BM will report back to BOD but changes are set for June.</p>
35	2. Ongoing	DoM/ SRL/ CRL/ DOT	ONGOING	October and June EBM	<p>DOM will update the rubric form on the JALT website.</p> <p>Due to Covid, we will not use rubric that much this year, so ongoing.</p> <p>No progress as of yet. Ongoing. DOM will work with SRL and CRL prior to end of October and finalize proposal by January BOD and approve by June EBM.</p> <p>1/23 ongoing. no action taken yet. will present at May BOD</p>
36	2. Ongoing	All	ONGOING	November	<p>EBM BOD scheduling</p> <p>Action: current VP will provide list of previous BOD locations and get to incoming BOD and incoming BOD will discuss on slack. May 8-9 Morioka is set. January 23-24 BOD TBD.</p> <p>1/23 Ongoing VP will decide by March 31st.</p>
37	3. Deferred	DOT	DONE	January 2020 BOD	<p>DOT will recommend that a penalty of 20 points be deducted from Chapters and SIGs for failing to submit MAS for three months.</p> <p>NOTE: Standing Rule 1.10; Freezing accounts is based on a two-month period. DOT will present to January BOD and present to EBM in February.</p> <p>ACTION: DoT will coordinate with CRL and SRL and report back May BOD</p> <p>No progress made yet.</p>

38	3. Deferred	DoM	ACTI ON	November 2020	Email received requesting membership data for analysis. 1/23 ACTION: ASAP DOM will forward request to the Research Committee actually Robert (VP) at this time.
39	5. New Business	DoM	DONE	DONE	DoM has been instructed by her predecessor to hand over the request for membership to the research group.
40	5. New Business	DoM	DONE	May BOD	1/23 Action: DoM would like to create a membership committee with Robert Dykes, Fred Carruth, and Joshua Krill. They have agreed to join.
41	5. New Business	SRL/ CRL	Actio n	June EBM	1/23 ask srl/crl to collect information for website, links officer names, etc..
42	5. New Business	Pres/ Paul	Actio n	Feb EBM	1/23 Make info sheet regarding how to use new email system, google, what that means, and all the details involved in that
43	5. New Business	SRL/ CRL	Actio n	June EBM	1/23 Action: set up a pricing structure for events. Will present at June EBM
44	5. New Business	YLS/D oM	Actio n	May BOD	1/23. Action: Incoming DOM and YLS and President will present a more clear proposal for online certification type program.
45	5. New Business	President	ACTI ON	Feb EBM.	Motion for Mentoring and Orientation Committee, Graduate Student Committee, Accessibility Committees. 1/23 Action: President will propose motion for Mentoring committee and grad student committee in time for Feb JENL
46	5. New Business	BOD		June EBM	Should we do a Hybrid meeting.
47	5. New Business	DOR	Actio n	May BOD	DOR will ensure that the DOR committee has the website updated after each EBM and DOR will form a committee.
48	5. New Business	BOD	Actio n	May BOD	1/23 DAC will establish a policy and answer on working with ALLTO and their proposal for working with JALT>

Appendix C: Chap/SIG Shinsei bank and Reserve fund balance as of April 30 2021

Chapter and SIG Account Balances and Chap/SIG									
	Shinsei Balance as of 4/30	Other Account Balance as of 4/30	Reserve Funds for Chap/SIG	Total Balance of Chap/SIG					
TOTAL ChapSIG	19,615,200	427,144	12,476,630	32,518,974					
Chapter	Shinsei Balance as of 4/30	Other Account Balance as of 4/30	Reserve Funds for Chapters	Total Balance of Chapters	SIG	Shinsei Balance as of 4/30	Other Account Balance as of 4/30	Reserve Funds for Chap/SIG	Total Balance of Chap/SIG
Akita	392,095		100,000	492,095	Bilingualism	95,673	20,030		115,703
East Shikoku	253,021			253,021	BizCom	98,751	1,848		100,599
Fukui	50,062		200,000	250,062	Brain	454,298		100,000	554,298
Fukuoka	400,836	298		401,134	CALL	318,696		900,000	1,218,696
Gifu	0		363,695	363,695	CT	424,150		50,000	474,150
Gunma	371,747		130,000	501,747	CUE	404,873		0	404,873
Hiroshima	240,703		383,960	624,663	CEFR&LP	186,918		150,000	336,918
Hokkaido	14,687		860,000	874,687	ER	170,694		654,880	825,574
Ibaraki	460,791		50,000	510,791	GALE	512,332		587,375	1,099,707
Iwate-Aomori	263,275			263,275	Global Issues	325,200			325,200
Kitakyushu	196,516		70,000	266,516	ICLE	279,063			279,063
Kobe	490,815		0	490,815	JSL	398,694			398,694
Kyoto	246,805		350,000	596,805	LD	260,004	25,972	200,000	485,976
Matsuyama	238,686			238,686	LLL	416,630			416,630
Nagano	324,203			324,203	Literature	366,258			366,258
Nagoya	192,838		35,000	227,838	MAVR	421,079			421,079
Nankyu	402,496			402,496	Material Writers	441,944		50,000	491,944
Nara	477,773		200,000	677,773	OLE	274,861			274,861
Niigata	271,626		180,000	451,626	PIE	735,160		60,000	795,160
Oita	440,864			440,864	Pragmatics	255,125		452,500	707,625
Okayama	395,848			395,848	School Owners	0		670,164	670,164
Okinawa	230,302	102,810	290,416	623,528	Study Abroad	514,014		273,000	787,014
Osaka	468,956		637,413	1,106,369	TBL	759,884		200,000	959,884
Saitama	332,087		770,000	1,102,087	TD	482,357		355,000	837,357
Sendai		276,186	270,653	546,839	THT	418,041			418,041
Shizuoka	287,401		300,000	587,401	TEVAL	466,323		500,000	966,323
Tokyo	321,687		400,000	721,687	TYL	405,790		583,674	989,464
Tottori	288,178			288,178	Vocabulary	327,978		288,900	616,878
Toyohashi	234,950			234,950	TOTAL SIG	10,214,790	47,850	6,075,493	16,338,133
West Tokyo	398,914		450,000	848,914					
Yamagata	276,261			276,261					
Yokohama	435,987		360,000	795,987					
TOTAL Chapter	9,400,410	379,294	6,401,137	16,180,841					

Next EBM and JENL deadline notice

THE NEXT EXECUTIVE BOARD MEETING WILL BE ON

November 14th, 2021

Scheduled at Shizuoka, Japan

THE DEADLINE FOR MOTIONS FOR THE NEXT **JENL** IS
OCTOBER 10TH, 2021

THE DEADLINE FOR REPORTS FOR THE NEXT **JENL** IS
OCTOBER 20ND, 2021
