CONSTITUTION

of

Language Assessment Student Organization (LASO)

Iowa State University, Ames, IA

Fall 2018

|  |
| --- |
| ARTICLE I–NAME |

The name of the organization shall be Language Assessment Student Organization (LASO) at Iowa State University.

|  |
| --- |
| ARTICLE II–PURPOSE |

Section 1:

The Language Assessment Student Organization (LASO) is an organization for graduate students at Iowa State University (ISU) who are interested in the student of knowledge and expertise in the area of language assessment and language testing. Language assessment and testing is a sub-discipline currently studied within the Applied Linguistics graduate program at ISU and requires knowledge of several fields, such as education, applied linguistics and statistics. The LASO organization will hopefully make ISU. an even stronger reference in the area. The organization aims at providing a forum for the discussion and analysis of current and relevant issues in the field of language assessment and also a forum though which its members can learn more about specific language-assessment subfields, tools and skills of interest to them, especially those that are currently either not available or not easily acquired at ISU. Knowledge of such subfields, tools and skills will be acquired both by means of interaction/discussion among the members of the LASO organization during the meetings held and by means of inviting other ISU PhD students or scholars/experts outside of ISU to give language-assessment-relevant talks to LASO members or to offer practical workshops to the members of the LASO organization.

In the future and with the required approval by the relevant body at Iowa State University, LASO might serve as a consulting group for those interested in language testing at Iowa State University and for practitioners in the area of language assessment who might be interested in LASOs language testing expertise.

ARTICLE III–STATEMENT OF COMPLIANCE

Section I:

LASO abides by and supports established Iowa State University policies,

State and Federal Laws and follows local ordinances and regulations.

Section II:

LASO agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

ARTICLE IV– Non-Discrimination Statement

Iowa State University and/or Language Assessment Student Organization (LASO) does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran.

|  |
| --- |
| ARTICLE V–MEMBERSHIP |

Section 1 –Membership

1. Membership is open to all graduate students in good standing with the university and ISU alumni.
2. Members shall be removed from the organization upon commencement, or if they behave in a way that the general members or the university deem as inappropriate. The improper behaviors are:
3. Any sort of verbal and physical disrespect or foul language towards any other members of the organization or any members of the university at large.
4. Any behavior during meetings of the organization which are deemed as inappropriate by more than half of the members of the organization.
5. Any improper use of money which is allocated for the organization, either through member dues, fund raising, or ISU funding. All the expenses must be approved by the treasurer and are open to scrutiny by any members of the organization.
6. Failure to pay the required membership dues.

An individual may appeal a recommendation for removal at a meeting set by the president. Removal will occur with one-half vote of the general membership.

|  |
| --- |
| ARTICLE VI–OFFICERS |

Section 1 – The Executive Board

The Executive Board officers of LASO shall be President, Treasurer, and Advisers. The President and Treasurer must meet the following requirements:

1. Have a minimum cumulative grade point average (GPA) of 3.00 during the semester of the election and of term of office. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
2. Be in good standing with the university and enrolled: at least half time (four or more credits unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Section 2 – Officer Selection

Any member may nominate any individual(s) with good standing in LASO and the university for an office and who meet the academic requirements as stated above. Election of officers will be held at the beginning of fall semester and will be decided by a majority vote from the general membership. If necessary, a run-off election will be held with the top candidates that received the most votes.

1. President – Schedules meeting times and locations, creates agendas, sees that all voting requirements are properly upheld, and manages communication of LASO events and activities, and departmental funding opportunities. The president, like other active members, should be active in trying to locate scholars and students within and outside ISU who have expertise in a language-assessment relevant area and who could contribute to LASO through a talk, workshop or webinar.
2. Advisers – Advise students as to which of the talks/workshop possibilities should be prioritized in view of the language-assessment field and the skills required to success in it. The advisers, like other active members, should be active in trying to locate scholars and students within and outside ISU who have expertise in a language-assessment relevant area and who could contribute to LASO through a talk, workshop or webinar.
3. Vice-president – The vice-president’s primary role is to fill in for the president whenever this latter is, for some justifiable reason, able to perform his duties. The vice - president is also in charge of submitting for voting possible talks and workshops which might require paying the speaker or workshop holder with LASO finances (regardless of their source). The vice-president, like other active members, should be active in trying to locate scholars and students within and outside ISU who have expertise in a language-assessment relevant area and who could contribute to LASO through a talk, workshop or webinar.
4. Treasurer – Manages any funds the university bequeaths to LASO and funds coming from other sources, such as member dues and eventual fund-raising activities and events. Tracks and reports budget and use of funds each semester. Attends all training sessions scheduled by the Student Activities Center throughout their term. The treasurer, like other active members, should be active in trying to locate scholars and students within and outside ISU who have expertise in a language-assessment relevant area and who could contribute to LASO through a talk, workshop or webinar.
5. Risk Management Officer – Recommends risk management policies to LASO, submits documentation to ISU’s Risk Management Office and ensures that LASO’s Risk Management Policy is implemented at all events. This position may be held by a separate officer or in conjunction with any of the above positions. The Risk Management Officer, like other active members, should be active in trying to locate scholars and students within and outside ISU who have expertise in a language-assessment relevant area and who could contribute to LASO through a talk, workshop or webinar.
6. Social Event Manager – Plans social events (e.g., fundraising activities) for members in the organization, and ensures that the events run smoothly and successfully.
7. Senior Officer – Provides advice on how to organize LASO events successfully based on her/his previous experience with the organization as a board member. This position is expected to give recommendations on topics such as funding opportunities, funding proposal reviews, and other applications forms necessary to complete to hold events at ISU.

Section 3 – Term

1. The term of office for all officers will be one full year (Oct 1 to Sep 30). All officers shall comprise the Executive Board of the organization. The Executive Board shall appoint such committees that are needed to carry out organization goals.
2. If elected in the middle of the year, the duration of the term would be until the end of the term.
3. Officers may be replaced if they behave in a way that the general members or the university deem as inappropriate. The improper behaviors are similar to those defined for other LASO members in Article V – Section 1.B.

An ad hoc committee will be formed by the general membership at this time, and the individual officer may appeal the recommendation for removal at a meeting set by this committee. Removal will occur with one-half vote of the general membership.

1. When necessary, mid-term elections will be held in the same manner as the original election process.

ARTICLE VII–ADVISOR

Section 1 – Faculty Advisers

1. At the appropriate time for office elections, any member of LASO may nominate any half-time or full-time, permanent English Department faculty members to serve as faculty advisers. A majority vote from the general membership will decide a list of individuals to ask to be the advisers. The individual with the most votes will be asked first, the individual with the second most votes will be asked second, and so forth.
2. The President will gain consent from the faculty members.
3. The advisers may ask to be relieved of his/her duties at any point during the academic year with the expectation that he/she will continue to hold the position until Sep 30.
4. An adviser may be replaced if they behave in a way that the general members or the university deem as inappropriate. The improper behaviors are similar to those defined for other LASO members in Article V – Section 1.B.

An ad hoc committee will be formed by the general membership at this time, and the individual advisers may appeal the recommendation for removal at a meeting set by this committee. Removal will occur with one-half vote of the general membership.

1. When necessary, mid-term elections will be held for the adviser position in the same manner as the original election process with the term ending on Sep 30 of the current school year.

|  |
| --- |
| ARTICLE VIII–FINANCES |

Section 1 – University Funding

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisers must approve and sign each expenditure before payment.

Section 2 – Dues

LASO will collect dues in the amount of $10 per member on a semester basis, to help foster the aims of the organization. This money, which will not be substantial, will be added to the funds provided by Iowa State University, so that the organization can pay for workshops, talks and webinars in target areas of language-assessment.

|  |
| --- |
| ARTICLE IX–AMENDMENTS |

Amendments to this constitution shall be developed by the Executive Board and passed by a three-fourths (3/4) majority affirmative vote.

Amended or ratified constitution will be submitted within 10 days to Students Activities Center for approval.