

## **Contents**

1. Name of the association .....	2
2. Purpose and scope of activities .....	2
3. Membership.....	2
4. Executive board.....	3
4.1. Competence .....	3
4.2 Composition .....	3
4.2.1. Presidency .....	4
4.2.2. Vice-Presidents.....	4
4.2.3. General Secretary .....	4
4.2.4. Conference Officer .....	4
4.2.5. Treasurer.....	4
4.2.6. Webmaster.....	4
4.3. Election procedure.....	5
4.3. General meeting .....	5
4.3.1. Periodicity of meetings.....	5
4.3.2. Teleconference .....	5
4.3.3. Agenda .....	5
4.3.5. Notices.....	6
4.3.6. Voting rules .....	6
5. LCR conferences .....	6
6. Finance .....	6
7. Amendment of constitution .....	6
8. Association status .....	7
9. Duration and dissolution .....	7
Supplement to LCA constitution: Information on specific dates and post-holders .....	8
Membership fees: .....	8
Best paper/poster competition at LCR conferences: .....	8

## **1. Name of the association**

The name of the association is “Learner Corpus Association”, also known as “LCA”. In the rest of this document it is referred to as the “LCA”.

## **2. Purpose and scope of activities**

The main aims of the LCA are:

- (a) to promote the field of learner corpus research by supporting:
- the compilation of learner corpora in a wide range of languages, where possible making this material available to researchers and institutions;
  - the design of innovative methods and tools to analyse the data;
  - the application of the research to relevant domains;
  - attempts to link up learner corpus research to neighbouring fields, such as Second Language Acquisition theory, Language Testing and Assessment, Natural Language Processing, Foreign/Second Language Teaching and linguistic theory in general;
  - the wider dissemination of findings to the broader scientific community.
- (b) to provide a forum for research and discussion on learner corpus research, in particular by maintaining a dedicated website known as the LCA website and initiating the biennial Learner Corpus Research (LCR) conferences.

## **3. Membership**

3.1 Membership of the association is open to any person who supports the aims of the LCA, and who is active in the field of learner corpus research. Subscription is possible via web application. The list of the members will be updated four times a year and is available on the LCA website.

3.2 The LCA has the following types of membership fees (due for each calendar year): (1) academics and (2) MA/PhD students. Fees can be modified by the executive board.

3.3 The membership fee gives access to the LCA website which will contain the following resources:

- possibility of advertising events (conferences, workshops, etc.) in the LCA calendar;
- a repertory of researchers, research centres and affiliated institutions and companies active in the LCA;
- a list of projects in learner corpus research;
- shared electronic resources: corpora, software tools, preliminary results of ongoing projects, archive of MA/PhD theses, reports, etc.;
- a specialised searchable bibliography;
- the possibility of contacting members via the LCA mailing list;

- the possibility for PhD students to take part in the best paper/poster competition at the LCR conference.

Other advantages could also be included in the fee following a decision of the executive board:

- access to the LCA mailing list;
- subscription to one or more SIGs (Special Interest Groups);
- possibility for PhD students to get a bursary to participate in activities sponsored by the LCA

3.4. The membership fees will be used to:

- manage the day-to-day running of the association and in particular, create and maintain the LCA website;
- finance the best paper/poster awards for PhD students for the LCR conference (pending resources)
- finance satellite events to promote learner corpus research.

3.5. Members who fail to pay their membership fee in time shall automatically be excluded from the LCA. The Executive Board has the right to exclude members who, in its view, act contrary to the objectives and interests of the LCA.

3.7. Members of the LCA agree to comply with the licensing and other legal terms associated with the use of the LCA website.

3.8. Members of the LCA shall not reveal or disseminate confidential information received during Executive Board or general meetings.

## **4. Executive board**

### **4.1. Competence**

An executive board shall manage the affairs of the LCA between general meetings and may co-opt other members at its discretion. It may also set up sub-committees when it deems that they are required.

### **4.2 Composition**

The executive board of the LCA is composed of seven members elected among the members of the LCA:

- the President,
- two Vice-Presidents,
- the General Secretary,
- the Conference Officer,
- the Treasurer,
- and the Webmaster.

Elections are carried out by electronic voting on the LCA website. The term of office of each executive board member is four years. A member of the executive board can be re-elected for one further term of four years. Election results are announced at the following general assembly. An incoming President shall assume office immediately after the conclusion of the general meeting.

The composition of the executive board will be included in the notice of the general meeting.

#### **4.2.1. Presidency**

The President of the LCA executive board shall:

- preside all executive board meetings
- chair the general meetings,
- call all special meetings,
- sign official documents of the organization
- and represent the LCA vis-à-vis third parties.

The president shall not be entitled to act or to make legally binding declarations on behalf of any member or on behalf of the LCA.

#### **4.2.2. Vice-Presidents**

The Vice-Presidents shall:

- assist the President,
- serve as the President in the event of the President's absence or inability to act,
- and perform such other duties as assigned by the President or the Board.

#### **4.2.3. General Secretary**

The General Secretary shall be responsible for the general administration of the LCA.

He or she shall:

- prepare the agenda for the meetings,
- take minutes of each meeting
- and maintain the official documents of the organization.

#### **4.2.4. Conference Officer**

The Conference Officer shall prompt and process applications for the organization of the biennial LCR conference and ensure that the conference guidelines are followed by being made a member of the local organizing committee of the LCR conferences.

#### **4.2.5. Treasurer**

The Treasurer shall manage the funds of the LCA and shall keep regular accounts and present a report on the budget to the general meeting.

#### **4.2.6. Webmaster**

The Webmaster shall maintain and update the LCA website.

### **4.3. Election procedure**

The candidates put themselves forward for the following positions:

- President or Vice-President (3 positions)
- General Secretary
- Treasurer
- Conference officer
- Webmaster

All the paid-up members of the LCA will have the right to vote for the candidates of their choice.

For the first category (President/Vice-President):

- the election cannot be held if there are not at least 3 candidates;
- the member who gets the highest number of votes will be elected President;
- The other two members who have the highest number of votes will hold the post of Vice-President.
- The members who get the highest number of votes for each of the other functions will be elected.

If there is only one candidate for a function, he/she can be elected only if he/she collects more than 30% on the expressed votes.

### **4.3. General meeting**

#### **4.3.1. Periodicity of meetings**

The LCA shall hold a general meeting every two years, normally at the LCR conference. Additionally, there can be up to two optional virtual board meetings per year, which can be asked for by either of the board members (e.g. via Skype or Teleconferencing).

#### **4.3.2. Teleconference**

The general meetings may also be held by teleconference or other telecommunication means.

#### **4.3.3. Agenda**

The agenda of the general meeting shall where possible include a report from the executive board, proposed future conference venues, election results, and any other business.

#### **4.3.4. Vacant Positions**

If any position on the executive board should fall vacant, the executive board may appoint another member of the LCA to fill that office until the next election.

#### **4.3.5. Notices**

Notices of motion at meetings shall be forwarded to the secretary at least thirty days before the meeting is to take place. Any notice of motion presented after that time will be discussed at the meeting at the discretion of those present at the meeting.

#### **4.3.6. Voting rules**

Voting at all meetings shall normally be by show of hands. In the event of an equality of votes, the President may make a casting vote.

### **5. LCR conferences**

5.1 It is one of the responsibilities of the executive board to decide, preferably two years in advance, on the location of future conferences, in consultation with LCA members who have offered to host those conferences. Conferences shall be advertised on the LCA website.

5.2 The local conference organiser or the institution to which he or she is affiliated is solely responsible for the financial management of the conference he or she organises, including meeting any shortfall. Costs should therefore be realistically budgeted for in the registration fee, though the conference is not a profit-making event per se.

5.3 The local conference organisers are to follow the conference guidelines.

### **6. Finance**

6.1 The LCA shall derive its funding from subscriptions by members, from donations, from subsidies and from other funds as may accrue from its activities.

6.2 The annual subscription rates shall be determined by the general meeting on the recommendation of the executive board. The calendar year for membership shall start on January 1<sup>st</sup>. Abatement for periods of membership amounting to less than twelve months shall not be available.

6.3 All accounts of the LCA shall be drawn on a calendar basis, from January 1 to December 31.

### **7. Amendment of constitution**

Notice of a proposed amendment to the constitution must be sent to the General Secretary at least thirty days before the general meeting, for discussion by the executive board during the board meetings and approval during the General Assembly. The updated version of the constitution will be sent to all LCA members via the mailing list for approval after the meeting.

## **8. Association status**

The LCA is devoid of any legal personality.

## **9. Duration and dissolution**

The LCA was formed in 2013 and will continue until terminated by the will of the Board. In the event of the Association being dissolved, a resolution shall be sought from the Board as to the disposal of any remaining assets, including financial records and all other appropriate papers of record.

## **Supplement to LCA constitution: Information on specific dates and post-holders**

The following points should be included in the supplement to the constitution:

### **Membership fees:**

- academics: one-year registration: 30€; 2-year registration: 55 €
- MA/PhD students: one-year registration: 20€; 2-year registration: 35 €

### **Best paper/poster competition at LCR conferences:**

There will be a competition for best single-authored and full paper and best poster presentation given by a PhD student at every LCR conference. Only LCA members can participate in the competition. Competitions for full paper and poster will only take place if there are 5 applications respectively.

Prizes for best paper/poster by a PhD student at the LCR conference:

- prize for best paper by a PhD student: 250 € and a certificate signed by the LCA President
- prize for best poster by a PhD student: 150 € and a certificate signed by the LCA President
- runner-ups for best paper and poster: certificate signed by the LCA President and a book prize each (to be negotiated with the publishers at the LCR conference)