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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 Second Language Acquisition theory 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 a bi-yearly conference.

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 updated list of the members 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 and the unwaged. 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 joining specialised forums.

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

- access to an electronic newsletter;
- subscription to one or more SIGs (Special Interest Groups);
- the possibility for PhD students to get a bursary to participate in the LCA conference;
- the possibility for PhD students to take part in the best paper/poster competition at the LCA conference.

3.4. The membership fees will be used strictly to:

- manage the day-to-day running of the association and in particular, create and maintain the LCA website;
- finance bursaries for the LCA conference (pending resources).

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.

The members are elected at general meetings of the LCA. 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. 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-President

The Vice-President 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 bi-yearly LCA conference and ensure that the conference guidelines are followed.

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 via the LCA website (electronic voting).

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 LCA conference. Notice of the general meeting shall be given not less than thirty days in advance of the meeting by email or a mailing to all members.

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 and resignation of members of the executive board, and any other business.

4.3.4. Quorum of presence

A quorum at a general meeting shall be 30% of the LCA members. If a quorum is not present, the meeting shall be adjourned until the next conference.

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 general meeting.

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. LCA 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. Those interested in attending should contact the local organiser.

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 organiser is responsible for sending the list of participants to the Conference Officer.

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 1st. 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

These rules may be amended at a general meeting when proposed and seconded by 66 % of the members. Notice of a proposed amendment to the constitution must be sent to the General Secretary at least thirty days before the general meeting, for prior discussion by the executive board.

8. Association status

The LCA is devoid of any legal personality.

9. Duration

The LCA is formed for a period of four years starting
Renewal will be decided by the members at the general meeting.

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:

- 30€ for academics
- 20€ for MA/PhD students and the unwaged

Election procedure:

To ensure the smooth start of the Association we suggest that the positions of Treasurer and Webmaster should be held by Louvain members (respectively Fanny Meunier and Magali Paquot) for the first term of office (first 4 years).

Note

The constitution will be discussed and ratified at the LCR2013 conference. The LCA will then be advertised widely. Researchers will have the possibility of registering online free of charge until 31 December 2013 but only those who have paid the 2014 membership fee will be allowed to take part in the election which will take place in December 2013.