

## Bylaws 付則

### 1. The Board Roles and Duties

All Executive Board members should endeavour to participate fully and actively in the process of decision-making and attend meetings (both online Board meetings and the AGM). Prior to the end of their term of office, Board members should also actively help in encouraging other members to stand for positions and help the new Officer learn their role.

すべての執行役員会は全力かつ積極的に意思決定のプロセスに参加し、(オンライン理事会もAGMも)に出席すべきである。任期が終わる前には、役員は他会員を募集し、役員に立候補するように促すべきであり、また新しい役員の「訓練」を手伝うべきである。

#### **1. President**

The JASAL president is in charge of leading the board, deciding the direction it will take, and communicating with members. The president also develops domestic and international partnerships.

#### **2. Membership Chair**

The Membership Chair is responsible for keeping the membership database up-to-date and attracting and communicating with new members. They also maintain the Language Learning Space registry and the online discussion list.

#### **3. Treasurer**

The Treasurer is in charge of accounts for the annual conference, and any other events for which a fee is charged.

#### **4. Publicity Chair**

The Publicity Chair is responsible for maintaining the JASAL website and communicating with members and potential members through social media.

#### **5. Publications Chair**

The Publications Chair is in charge of maintaining the publications database on the website and encouraging members to add to it. The Publications Chair also co-ordinates the JASAL Journal, working with the appointed Advisory Board, Editorial Board, Editorial Team and Review Board.

#### **6. Vice President**

The **Vice President** is in charge of coordinating JASAL events, in particular SAC tours, forums, conferences and social events. The **Vice President** should actively seek out opportunities to work with SAC professionals so that JASAL is represented at various events and there is more discussion of self-access learning throughout Japan. It should be noted that the **Vice President** is not the leader of the annual JASAL conference, but as with the other board members, takes on key responsibilities in organizing the conference. (Each individual event may have on-site organisers drawn from the membership and host institutions.)

The Vice President will stand in for the President as necessary.

#### **7. Student Involvement Coordinator**

The Student Involvement Coordinator is in charge of coordinating student involvement events such as get-togethers in annual conferences or as separate events such as student conferences, SAC student visits and presentations.

## 2. Language

English and Japanese are used as the official languages.

本会は英語と日本語を公用語とする。

### **3. Amendments**

These Bylaws may be amended by a two-thirds vote of the JASAL Board.  
本付則の改正は、理事会の3分の2の賛成で改正されるものとする。

本付則は、2019年12月1日より施行する。

2021年10月4日更新。