

Intercultural Communication Interest Section Governance Rules

Article I. Name

The name of this Interest Section shall be Intercultural Communication Interest Section, a professional Interest Section of TESOL International Association, hereafter referred to as ICIS: Intercultural Communication Interest Section.

Article II. Statement of Purpose

The mission of ICIS: Intercultural Communication Interest Section is to promote among teachers of ESOL intercultural awareness and a respect for all cultures and co-cultures. To this end, ICIS: Intercultural Communication Interest Section will provide a clearly defined forum to bring together educators and scholars whose interests lie in the area of intercultural communication, particularly in the context of English language classes. The purpose of ICIS: Intercultural Communication Interest Section is the following: to promote intercultural understanding in particular environments such as education and business; to support research in intercultural communication; to recommend specific methodology(s) for teaching intercultural communication; and to promote cross-cultural classes/courses in curricula.

To accomplish this purpose, the ICIS: Intercultural Communication Interest Section shall:

- A. Promote interest in the study of intercultural communication.
- B. Encourage research and the development of ESOL materials in intercultural communication.
- C. Advocate course work in intercultural communication and cross-cultural understanding in teacher training programs, including graduate level courses in TESOL and related fields.
- D. Advocate the offering of a class/course in intercultural communication and cross-cultural understanding at secondary and college levels of education.
- E. Encourage TESOL members to prepare and deliver presentations on issues pertaining to intercultural communication at national, regional, and local professional conferences.
- F. Establish and maintain an ICIS: Intercultural Communication Interest Section newsletter.
- G. Establish a training consultancy to disseminate information regarding intercultural communication to TESOL members and the larger community.

Article III. Membership

- A. Membership shall be categorized into two forms: full members and associate members.
 - 1. Full Members: All members of TESOL who designate ICIS: Intercultural Communication Interest Section as their primary professional interest are considered full members of ICIS: Intercultural Communication Interest Section. They shall be

entitled to one vote in any open meeting of ICIS: Intercultural Communication Interest Section or in any open (e)mail ballot it conducts.

2. Associate Members: Members who designate ICIS: Intercultural Communication Interest Section as a secondary professional interest shall be associate members without vote.

Article IV. Meetings and Quorum

- A. An annual business (open) meeting for all members shall be held at TESOL's Annual Convention for the purposes of conducting business and disseminating information. The time and location of the meeting shall be determined by the TESOL Director in charge of the Annual Convention Program.
1. For conducting business, 10 primary members of ICIS: Intercultural Communication Interest Section shall constitute a quorum.
 2. Business to be conducted shall include the ratification of the ICIS: International Communication Interest Section delegates to the Interest Section Council, discussion of possible activities, special presentations, and other issues of importance for the upcoming year.
 3. Minutes of the business (open) meeting shall be kept for submission to TESOL along with the annual report of ICIS: intercultural Communication Interest Section.
- B. A planning meeting for the ICIS: Intercultural Communication Interest Section shall be held during TESOL's Annual Convention. The time and location of the meeting shall be determined by the TESOL Director in charge of the Annual Convention Program.
- C. The business of the ICIS: Intercultural Communication Interest Section may be conducted during the year between TESOL's Annual Conventions by such means as mail, telephone, fax, e-mail and other methods of communication, as preferred.
1. A quorum for conducting business by the Officers and Steering Committee shall be a majority (1/2) of the participating members.
 2. A quorum for conducting any open business of the ICIS: Intercultural Communication Interest Section members shall be 20.

Article V. Officers and Steering Committee

- A. The Officers shall be a Chair, Chair-elect, Immediate Past Chair, and Secretary/Historian.
1. The term of office shall be from the close of one annual TESOL Convention until the close of the next annual Convention. Officers appointed to fill a vacancy shall take office upon their acceptance.

2. The Chair, Chair-elect, and Immediate Past Chair shall each hold chair for one year. At the end of the term, the Chair-elect shall become the Chair. The Chair shall become the Immediate Past Chair.
 3. The Secretary/Historian shall hold office for two years.
 4. Officers and Committee Members must be voting members of the ICIS.
- B. Nomination, election, and filling of vacancies shall be as specified in Article VI.
- C. The duties of the Officers shall be as follows:
1. Chair
General Duties:
 - a. Assumes responsibility for the functioning of ICIS: Intercultural Communication Interest Section.
 - b. Works with the Interest Section Coordinating Committee throughout the year depending on issues relating to the needs of the Interest Sections, including developing policies and positions for consideration by the Board of Directors.
 - c. Provides telephone numbers and addresses of current ICIS: Intercultural Communication Interest Section leaders to TESOL Central Office throughout the term.
 - d. Monitors the section's operating budget with the Director of Field Services.
 - e. Oversees intra-section communication and participates in inter-section communication throughout the year.
 - f. Manages special requests of ICIS: Intercultural Communication Interest Section or TESOL membership. Works with the Director of Field Services to fulfill information requests.
 - g. Keeps Chair-Elect informed of activities.
 - h. Appoints members of all ICIS: Intercultural Communication Interest Section committees, upon budget approval or other authorizations by the Steering Committee.
 - i. Authorizes expenditures and payments to be made in accord with the approved budget or other authorizations by the Steering Committee.
 - j. Submits an annual report of activity to the Director of Field Services.
 - k. Serves as a voting ex-officio member of the Steering Committee.
 - l. Brings policy issues to the attention of the Steering Committee for their advice.

 - Convention Duties:
 - m. Serves as a member of the TESOL Program Committee. Consults with Second Vice President to ensure Interest Section Representation on the convention program.
 - n. Administers refereeing of convention proposals for the section.
 - o. Plans section activities during the convention with the Chair-elect.

- p. Attends scheduled section meetings at the convention (IS Leaders' Working Meeting, Open Meeting, Council Meeting, IS Annual Planning Meeting).
- q. Serves as ICIS delegate to the Interest Section Council.
- r. Conducts annual Open Meeting of ICIS.
- s. Prepares a report on the year's activities to ICIS: Intercultural Communication Interest Section membership at the open meeting.

2. Chair-elect

- a. Conducts an evaluation of the ICIS: Intercultural Communication Interest Section program offered at the annual TESOL Convention and submits a report to the Steering Committee within 60 days after the Convention. This report could include recommendations for changes to be made the following year.
- b. Prepares, in cooperation with the Chair and the Second Vice President of TESOL, ICIS's segment within the general TESOL convention program, including the academic and Intersections.
- c. Generally assists the Chair in carrying out his/her responsibilities and performs other duties assigned by the Chair.
- d. Serves as a voting ex-officio member of the Steering Committee.
- e. Serves as an ICIS: Intercultural Communication Interest Section Delegate to the annual Interest Section Council meeting, if membership is adequate to warrant two representatives.

3. Immediate Past Chair

- a. Assumes the duties of the Chair should the Chair be unable to serve the remainder of her/his term.
- b. Assists and advises the Chair and Chair-elect in their duties.
- c. Serves as an ICIS: Intercultural Communication Interest Section Delegate to the annual Interest Section Council meeting, if membership is adequate to warrant three representatives
- d. Serves on and chairs the ICIS: Intercultural Communication Interest Section Nominating committee.
- e. Serves as a voting ex-officio member of the Steering Committee.
- f. Coordinates communication and liaison with Affiliate ICIS sections.

4. Secretary/Historian

- a. Prepares the minutes of the annual business (open) meeting and the meeting of the Steering Committee.
- b. Distributes the minutes to the Steering Committee members within 60 days after the business (open) meeting for approval and subsequent entry into the permanent record of ICIS: Intercultural Communication Interest Section. The minutes are also submitted to the Central Office

with the ICIS: Intercultural Communication Interest Section annual report.

- c. Prepares for distribution a list of the names, addresses, and professional positions of the Offices, Steering Committee, Section Council Representatives, and committees.
 - d. Prepares true copies of the Governing Rules, resolutions, and authorizations of expenditures for transmittal to appropriate persons or files.
 - e. Supervises the maintenance of ICIS: Intercultural Communication Interest Section permanent records and archives, arranges for the appropriate display of the ICIS records and archives at the annual TESOL Convention, and maintains the ICIS Governing Rules, keeping them current and distributing them as directed by the Chair.
 - f. Assists the other officers and committees in carrying out their responsibilities and performs such additional duties as assigned by the Chair.
 - g. Serves as a voting ex-officio member of the Steering Committee.
- D. The ICIS: Intercultural Communication Interest Section Steering Committee shall consist of the Officers, Member/s-at-Large, Newsletter Editor(s), Community Manager, Committee Chairs, ICIS TESOL Board Member, if one is currently serving, and ex-officio members.
1. Members-at-Large of the Steering Committee shall hold office for 2 years. The term of office shall begin at the close of the annual TESOL Convention. The term of the retiring member of the Steering Committee shall end at the close of the annual TESOL Convention during the year of retirement.
 2. The Steering Committee shall meet at least once during the annual TESOL Convention and before the annual business (open) meeting.
 3. So far as practicable, the membership of the Steering Committee shall represent the professional interests and geographic diversity of the IS.
 4. Minutes of the Steering Committee meetings and record of its actions shall be available to the membership.
 5. The duties of the Steering Committee are:
 - a. Determines policies for the operation of ICIS: Intercultural Communication Interest Section.
 - b. Conducts long-range planning for the ICIS: Intercultural Communication Interest Section, developing projects and programs as necessary to achieve the goals of TESOL and ICIS: Intercultural Communication Interest Section.
 - c. Supports the Chair and Chair-elect in efforts to obtain close liaison

with the other TESOL groups and other professional organizations having similar concerns.

- d. May establish committees, giving them specific direction and instructions. Approves the appointments of all members by the Chair.
- e. Appoints the Editor/s of the IS newsletter.
- f. Approves the Budget and authorizes additional expenditures, with the advice and consent of the TESOL Board of Directors or the TESOL Executive Director.
- g. Receives reports from the officers, committees, the Section Council Representative(s), and the TESOL Board of Directors Representative (if one is currently serving).
- h. Works to increase involvement of members in ICIS: Intercultural Communication Interest Section events and tasks, to foster potential leadership among members.

E. Appointed Steering Committee Members

1. Newsletter Editor/Coeditors

- a. The ICIS: Intercultural Communication Interest Section Newsletter Editor/Coeditors will be appointed by the Steering Committee for a 2-year term. The term of office shall be from the close of the TESOL Annual Convention following appointment until the close of the Annual Convention in the year of retirement.
- b. The Editor/Coeditor will direct the publication of the ICIS: Intercultural Communication Interest Section newsletter.
- c. The Editor/Coeditor will be responsible for liaison with editors of TESOL Matters, TESOL Journal, TESOL Quarterly, affiliate newsletters, and other Interest Section newsletters.
- d. The Editor/Coeditor will serve as Chair of the Publications Committee.
- e. The Editor/Coeditor will submit to the Chair a budget for the coming fiscal year, to be incorporated into the annual budget prepared by the Chair and approved by the Steering Board.
- f. The Editor/Coeditor will make an annual report to the Steering Committee.

2. Community Manager

- a. The ICIS: Intercultural Communication Interest Section Community Manager will be appointed by the Steering Committee for a 2-year term. The term of office shall be from the close of the TESOL Annual Convention following appointment until the close of the Annual Convention in the year of retirement.
- b. The Community Manager will coordinate the ICIS: Intercultural Communication Interest Section online community and communication needs of the ICIS community in consultation with the ICIS: Intercultural Communication Interest Section Officers, Steering Committee, interest section membership and with TESOL.

- c. The Community Manager will be responsible for directing initiatives to streamline communication approaches among the ICIS: Intercultural Communication Interest Section membership, to promote the ICIS: Intercultural Communication Interest Section mission within TESOL and to engage members in ICIS activities.
- d. The Community Manager will make an annual report to the Steering Committee.

Article VI. Nominations, Elections, and Vacancies

- A. Elected members of the Steering Committee and Nominating Committee may not serve consecutive terms. Outgoing Steering Committee members may serve on the next year's nominating committee.
- B. The Nominating Committee will poll the membership for nominations and then
 - 1. Nominate candidates for the office of Chair-elect and Secretary/Historian.
 - 2. Nominate not more than three candidates to replace each retiring Steering Committee member-at-large, so far as practicable, preserving the distribution provided for in Article V.D.3
 - 3. Nominating candidates, as needed, for positions on the TESOL Board of Directors and the TESOL Nominating Committee. The nominee(s) will be identified/selected by the ICIS membership at large by ballot at the Open Meeting during the annual convention. The nominee's(s') name gets forwarded to the TESOL Nominating Committee by the Secretary/Historian no later than 30 days after the close of the annual convention. The TESOL Nominating Committee in turn will select the IS individuals to stand for the all-TESOL election.
 - 4. Nominate candidates for positions on the ICIS Nominating Committee, so far as practicable, preserving the distribution provided for in Article V.D.3.
- C. It will be the policy to elect officers, Steering Committee, members-at-large, and Nominating Committee by e-mail or online ballot. In online ballots all members are entitled to vote. A simple majority of all ballots returned within the time designated, not to be less than 60 days from the date of posting, shall constitute an election.
- D. Elections will be determined by a majority of the votes returned by an announced date prior to the beginning of the Annual TESOL Convention. A candidate receiving the highest number of votes for a position will be elected. A tie will be broken by the Steering Committee.
- E. If the office of Chair becomes vacant, the Immediate Past Chair will complete the term.
- F. If the office of the Chair-elect or Secretary/Historian, or member-at-large

- becomes vacant, the Chair, in consultation with the other Officers, shall make appointments effective immediately and until the next annual election, and shall notify the Nominating Committee to include candidates for all vacant positions at the next annual election.
- G. If the office of the newsletter editor becomes vacant, the Chair, in consultation with the other Officers, shall make a temporary appointment until a regular search can be completed and a candidate approved by the Steering Committee.
- H. In the event a delegate to the Interest Section Council is unable to attend the annual Council meeting, the Chair, in consultation with the other officers, shall designate an alternate and inform the Central Office. The selection of an alternate shall be ratified at the annual business (open) meeting.
- I. Any officer, Steering Committee Member, Editor, or appointed committee member may be removed from office for good cause by TESOL's Executive Committee with a concurrence by a three-fourths (3/4) vote of the Steering Committee. Good cause shall consist of malfeasance, misfeasance, or nonfeasance.

Article VII. Authority

- A. The authority for governance and maintenance of ICIS: Intercultural Communication Interest Section is based upon the following: TESOL Bylaws, the Standing Rule for Interest Sections (No. XI), the Handbook for Interest Section Leaders, and policies and procedures established by the TESOL Board of Directors. These Governing Rules shall not be in conflict with any of the foregoing documents or actions.
- B. Robert's Rules of Order, Newly Revised (1990) shall serve as the authority for the conducting of business of ICIS: Intercultural Communication Interest Section.

Article VIII. Maintenance, Probation, and Dissolution

- A. The procedure for maintenance of ICIS: Intercultural Communication Interest Section shall be as specified in Standing Rules XI, namely:
1. It shall retain at least 100 primary members, averaged over three years.
 2. It shall hold a business (open) meeting and a planning meeting at each Annual Convention of TESOL.
 3. It shall send the required number of delegates to the Interest Section Council meeting each year at the Annual Convention of TESOL.
 4. It shall hold additional meetings of the Steering Committee as necessary.
 5. It shall submit to the Board of Directors through the Field Services Director, an annual report of its activities, including a copy of the minutes of its business meeting/s at the Annual Convention of TESOL.

6. It shall present workshops, papers, etc. at the Annual Convention of TESOL and offer other services to its members.
- B. Procedures for placing ICIS: Intercultural Communication Interest Section on probation or for the dissolution of ICIS: Intercultural Communication Interest Section shall be specified in Standing Rule XI, namely:
1. The Secretary of TESOL shall place ICIS: Intercultural Communication Interest Section on one-year probation if for two consecutive years ICIS: Intercultural Communication Interest Section has failed to meet two or more of the requirements for maintenance of Interest Sections.
 2. The Secretary of TESOL shall dissolve ICIS: Intercultural Communication Interest Section if, at the end of the one-year probationary period, ICIS: Intercultural Communication Interest Section has failed to meet two or more of the requirements for maintenance of Interest Sections.
 3. The current Chair of ICIS: Intercultural Communication Interest Section may request that ICIS: Intercultural Communication Interest Section be dissolved by writing a letter to the Secretary of TESOL requesting dissolution for such reasons as lack of volunteer leadership and support in planning the TESOL Annual Convention program. The Secretary, through the IS Coordinating Committee, shall recommend action to the Board of Directors who shall act on the recommendation at its next scheduled meeting.

Article IX: Amendments

These Governing Rules may be amended by a majority vote of the ICIS: Intercultural Communication Interest Section members who participate in the voting, provided written notice of the proposed change/s has been given to the membership at least 30 days prior to the vote, or by a three-fourths (**3/4**) of the members voting if no such notice has been given. A quorum is required for the amendment to take effect.

Article X. Committees

A. Standing Committees

1. Nominating Committee
 - a. The Nominating Committee shall comprise 5 elected members. In the event that a member cannot serve, the Chair of ICIS: Intercultural Communication Interest Section shall appoint a replacement after consultation with the other Officers.
 - b. The Chair of the Nominating Committee shall be the Immediate Past Chair.
 - c. The Nominating Committee shall prepare a slate of candidates for the

annual election as specified in Article VI.

2. Publications Committee

- a. The Publications committee shall comprise 2-5 members. The members shall be appointed by the Chair, in consultation with the Editor/Coeditor and the other officers.
- b. In the event that a member cannot serve, the Chair shall appoint a replacement after consultation with the other Officers.
- c. The Publications Committee shall provide direction for all ICIS: Intercultural Communication Interest Section publications, including the newsletter.

B. Ad Hoc Committees

1. The Chair, in consultation, with the other Officers, shall appoint Ad Hoc Committees, as needed, to accomplish certain tasks.
2. The number of committee members and length of committee service shall be determined by the Officers.

Article XI. Publications

- A. ICIS: Intercultural Communication Interest Section shall publish a newsletter, a periodical devoted to the special interests of this Section and not competing with any of the official publications of TESOL.
- B. Guidelines and policies for the newsletter shall be developed by TESOL. Additional guidelines and policies, not in conflict with TESOL guidelines and policies, shall be developed by the Editor/Coeditor in consultation with the Publications Committee and approved by the Officers.
- C. A Publications Committee, chaired by the Editor/Coeditor, shall consist of **2-5** additional members recommended by the Editor and approved by the Officers. The term of office shall be **2** years. Responsibilities of this committee shall include:
 1. Recommending policies, guidelines, and matters related to all ICIS: Intercultural Communication Interest Section publications to the Steering Committee.
 2. Providing advice and assistance to the TESOL Matters IS column editor for ICIS: Intercultural Communication Interest Section.
 3. Soliciting articles for the ICIS: Intercultural Communication Interest Section newsletter and other TESOL publications.

Governing Rules
Intercultural Communication
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