



## ASSE CONSTITUTION

### (Albanian Society for the Study of English)

#### **Article 1 – Name**

The society shall be known as ASSE – Albanian Society for the Study of English.

#### **Article 2 – Seat**

The society is based at the Department of Foreign Languages, University of Vlora. Its address is: Universiteti i Vlorës, Lagjja. Pavarësia, Sheshi Vlorë-Skelë, Godina A, Vlorë, Albania.

#### **Article 3 – Aims**

The society aims at:

- ◆ Encouraging and promoting the study of English in Albania.
- ◆ Supporting research and studies in English, literatures in English and cultures of the English-speaking world in Albania
- ◆ Establishing links between researches and university teachers in Albania and abroad
- ◆ Contributing to the improvement of English language teaching
- ◆ Organizing meetings, seminars, conferences and other scientific activities in the field of English studies
- ◆ Fostering and promoting publications in these studies
- ◆ Creating a genuinely scientific space for those interested in doing research into English studies
- ◆ Being represented in ESSE (European Society for the Study of English).

#### **Article 4 – Membership**

ASSE is a non-profit non-governmental organization open to all those researchers, teachers and specialists in English studies who work in Albanian universities. The society also welcomes all those foreign researchers, teachers and specialists who work and contribute to the promotion of these studies in Albania.

The society's members fall under two categories:

- a) *Regular members*: To this category of members belong all those researchers, teachers and specialists who work at the university level.
- b) *Honorary members*: To this group belong all those individuals and personalities of exceptional contribution to the study of English in Albania. The honorary status is proposed by the Executive Board of ASSE based on preliminarily set criteria and eventually approved in the General Meeting. Honorary members qualify for membership fee waiver and enjoy the same rights as the society's regular members.

#### **Article 5 – Becoming a member**

Any individual taking scientific and professional interest in English studies and working at the university level can apply to become a member of ASSE. To become a member, the applicant must first fill in an electronic application form, which verifies the applicant's status, affiliation and interest in ASSE. It is then the Executive Board who approve membership applications. After becoming a member, the applicant is obliged to pay the membership fee and is registered in the ASSE membership list. Honorary members are freed from this obligation.

#### **Article 6 – Rights and obligations of ASSE members**

All members of ASSE are entitled to

- a) Participate in the society's activities.
- b) Express their views and recommendations regarding the society's performance and activity.
- c) Exert their right to vote to elect the Executive Board of ASSE.

Regular members are obliged to pay the membership fee following the procedure determined by the Executive Board and approved by the General Assembly. This entitles regular members to receive the society's journal and newsletter. All fee-paying members have the right to participate and vote in the Assembly.

Honorary members have no financial obligations with regard to the society. They are entitled to receive the society's journal and newsletter, but have no right to vote in the Assembly.

Membership in ASSE may terminate in cases of:

- a) resignation
- b) exclusion from the society for reasons defined in Article 7
- c) death

#### **Article 7 – Exclusion from the society**

Exclusion from the society happens in the following instances:

- a) Disobedience or failure to meet the obligations defined by the society's constitution.
- b) Reluctance or failure to pay the membership fee.
- c) Behaviour or attitude that goes against the honour, dignity, image or finances of the society.

### **Article 8 - The Society's Bodies**

The Society's Bodies are:

1. The General Assembly
2. The Executive Board

### **Article 9 - The General Assembly**

The General Assembly is composed of all members of the society and is its supreme body. The General Assembly is convened once in two years, the first Monday of March of the respective year, in order to:

- a) Approve the budget
- b) Determine the society's activities for the next two years
- c) Evaluate the performance of the Executive Board
- d) Make possible amendments to the constitution
- e) Elect the members of the Executive Board
- f) Take administrative decisions.

Thirty days before the Assembly is convened, all members are notified about the venue, date of the meeting as well as its agenda. The quorum for the general Assembly to take place is 50+1 percent of attending members. The Assembly asks the society's chairperson to preside over the proceedings of the assembly and elects a secretary to record the minutes of the meeting.

Fifteen days before the General Assembly is convened, all members should be made known with all of the following:

a) The Chairperson's report on the society's activities and the performance of the Executive Board since the last General Assembly, b) the Treasurer's report on the ASSE budget, c) the General Assembly agenda approved by the Executive Board, d) the candidate list for the Executive Board. Proposals for ASSE Executive Board must be first sent to the Executive Board no later than thirty days before the General Assembly is convened.

The Chairperson's report, the budget or any other amendments to the constitution are approved by open-ballot voting, whereas the Executive Board candidates are elected by secret ballot.

Assembly members not attending the meeting for particular reasons can be represented by proxy by another assembly member, whose representation is authorised by a delegation letter. No attending member of the Assembly can represent by proxy more than one ASSE member. For the Executive Board voting, each present member in the

Assembly places his/her own voting slip into the ballot box, whereas members who are not present send them in a sealed and signed envelope.

The Assembly can also have extraordinary meetings in cases when the Executive Board or a third of the Assembly requires its convocation. In such cases the procedure is similar to regular meetings. Extraordinary meetings may take place when:

- a) An urgent problem or need arises
- b) A motion is presented
- c) Proposals for exclusion from the society or the dissolution of the society are made etc.

The Extraordinary Assembly should be announced at least five days before its convocation.

### **Article 10 – The Executive Board**

The Executive Board is the executive body of the society, which manages and administers its activity following the articles of the society's constitution and the laws of the Albanian state. The Executive Board is elected by the General Assembly and consists of five members. The Executive Board is elected every two years, except for cases of motions of mistrust. The Executive Board members can candidate again consecutively. The Executive Board of ASSE:

- Is responsible for the activities and performance of ASSE
- Convenes the General Assembly
- Proposes changes or amendments to the constitution
- Delivers to the General Assembly the report on the society's activities, expenses and administration of the budget
- Discusses the society's planned activities
- Prepares the budget
- Approves the membership fee and determines the procedure for its payment
- Approves the membership applications as well as proposes candidates for the honorary member status when there are applications for this status
- Is the body of appeal in cases of disciplinary procedures and takes decisions for exclusion from the society
- Can set up ad hoc commissions for particular issues

The Executive Board is convoked by the society's chairperson upon the request of half of the members of the Board. Decisions are taken by plain majority voting and are valid when at least three members of the Board, among whom the chairperson or one of the two other executives, either the secretary or the treasurer are present. Apart from regular meetings, virtual forms of meeting are acceptable, via Internet or e-mail, especially in cases of emergency. These meetings are as valid as regular meetings. The Executive Board proposes and elects from among its members the chairperson, the secretary and the treasurer and defines the tasks and responsibilities of the other members.

### **Article 11 – The Chairperson**

The Chairperson of the society is its official representative in relation to third parties. The chairperson:

- Convoques the Executive Board meetings
- Convenes and presides over the proceedings of the General Assembly
- Proposes the society's planned activities to the Executive Board
- Authorizes the society's financial transactions
- Signs the decisions taken by the Executive Board as well as the society's correspondence

In those cases when the chairperson is not present for objective reasons, he/she can delegate his/her signature to another member of the Executive Board.

#### **Article 12 – The Secretary**

The Secretary of the society is responsible for the society's documentation. The Secretary compiles and preserves all documentation that regards the society's activity.

#### **Article 13 – The Treasurer**

The Treasurer of the Society is responsible for the society's finance. He manages and registers all financial transactions of the society. The Treasurer suggests the society's budget as well as prepares the financial report for the general Assembly.

#### **Article 14 - The other members**

The other members of the Executive Board are responsible for managing the other activities, such as the organization of a regular conference, the publication of a journal or the preparation of a society's newsletter etc.

#### **Article 15 – Funding**

The society's main funding sources are:

- a) The membership fee
- b) Income from different activities to be organized
- c) Other contributions in the form of donations, sponsoring, subventions from governing or self-governing organizations, different programmes, grants etc.

The society's funds will be managed by the Executive Board and their administration and management will be made public to all members for transparency. They will be trusted to the treasurer for registration and management. These funds will be used to organize the society's activities, such as conferences, seminars, workshops or different publications. They can also be used to cover other expenses such as bursaries for the society's members participating in conferences, for charity or social purposes or any other approved activities.

#### **Article 16 – The dissolution of the society**

The society can be dissolved:

- a) Upon the request of two-thirds of its members
- b) When its activity goes against the constitution or the legal regulations in power.