

Constitution of NileTESOL

Amended:

- August, 2022, May 24, 2022, March 2022, February 22, 2021, January 24, 2017, January 27, 2016, January 29, 2014, January 30, 2013
- Last Ammedend: 7 November, 2023

NileTESOL is a professional association in Egypt for all those individuals who are actively involved in the development of the teaching and learning of English locally and globally. NileTESOL is supported by The American University in Cairo's School of Continuing Education (SCE).

Goals and Objectives

The goals and objectives of the association are as follows:

- to provide a professional forum for discussing and debating issues related to the field of English language teaching and learning,
- to provide opportunities for professional development to the members of the association and the profession at-large keeping them up-to-date with the latest developments in the field,
- to encourage the development of research relevant to the field,
- to offer opportunities for networking among members of the association and other professionals nationally and internationally,
- to provide opportunities for professional service and leadership development within the ELT community,
- to contribute to the continuous improvement of standards of teaching of English and teaching in English.

Section 1: Membership

Article 1: Membership in NileTESOL is open to all individuals who are actively engaged in the development of the teaching of English and in teaching content in English. Membership is free to qualified applicants.

Article 2: Candidates may apply for membership by completing an application form located on the NileTESOL website. Membership is renewed by updating membership data regularly.

Section 2: Board of Directors (BoD)

Article 1: The NileTESOL Board of Directors (BoD) consists of up to 18 members directed by an elected President. The BoD consists of representatives from various, public and private constituencies in the ELT sector in Egypt.

The following thirteen BoD positions are allocated to:

AUC School of Continuing Education Department (SCE), one permanent seat

Regional English Language Officer (RELO), U.S. Embassy in Egypt, one permanent seat

British Council English Projects Manager, one permanent seat

AMIDEAST Regional English Language Director, one permanent seat

AUC member -at-large, two seats

Al-Azhar schools or University, one seat

K-12 private sector, one seat

K-12 governmental sector under the jurisdiction of the Ministry of Education (1) one seat

Member-at-large, two seat

National universities, one seat

Private universities, one seat

Board members who have a permanent seat are not eligible for the presidency.

The Conference Chair or conference co-chairs become (s) a BoD member for one year ending on the last day of the annual conference, upon which the incoming chair(s) become a BoD member for the ensuing year.

Two additional seats are reserved for honorary BoD members.

Article 2: NileTESOL officers are the President, President-Elect, Past President, SCE Representative, and the Executive Director. These ~~four~~ five officers constitute the Executive Committee (See Appendix 1).

Article 3: The Executive Director is appointed by the Dean of the School of Continuing Education in consultation with the NileTESOL BoD on a voluntary basis. The Executive Director attends all BoD meetings, but is not a BoD Director and does not vote or run for elections.

Article 4: Officers (excluding the Executive Director) and members of the BoD will be elected from among the members of the association during the annual General Assembly of each year which is held on the last day of the annual conference if the event is a face-to-face event, or is done via an online voting process if the conference is not held face to face. The elected member shall take office on the last day of the annual conference. Only association members will be entitled to vote and to run for elections.

Article 5: The BoD will act as a nominations committee to process nominations for BoD membership.

Article 6: All members of the BoD serve a three-year term. The Conference Chair sits on the BoD for one year. The President serves for one year. The President-Elect automatically becomes President at the end of the year of the incumbent President and the President automatically becomes the Past President. Transition of President and BoD members takes place on the last day of the annual conference. Board members who have a permanent seat are not eligible for the presidency.

Article 7: The President is responsible for all operations of the association and presides over all BoD meetings. S/he is empowered to call for additional meetings and shall appoint all committee chairs in consultation with and approval of the BoD.

The President-Elect assists the President in the discharge of his/her duties and performs the duties of the President when s/he is unavailable or unable to exercise his/her duties. The President-Elect is responsible for serving on the Conference Organizing Committee.

The Past President advises, supports and/or serves on any committee of his or her choice for one year following his or her presidency year.

The Executive Director keeps a record of the BoD meetings and is responsible for the correspondence and other financial and logistical duties necessary for conducting the business of the association.

Article 8: The President will determine the agenda, date, time and place of regular meetings of the BoD.

Additional meetings of the BoD may be called by the President.

Meetings may also be called by a majority of the members of the BoD by written notice sent to the president.

Article 9: For making decisions, half of the number of the members of the BoD plus one, shall constitute a quorum i.e., 51%

Article 10: The NileTESOL BoD can raise funds for professional development activities. The BoD is responsible for supervising and monitoring all fundraising activities of the association and its members. NileTESOL does not accept any monetary funds of any sort since it has no treasurer; however, it accepts grants, scholarships or gifts from organizations, publishers or sponsors as in-kind contributions or in-kind funds directed towards a specific

project, scholarship or professional development event or activity. In this case, the money enters via The School of Continuing Education with a clear purpose. The money is then spent on the specified event, grant, scholarship or professional development activity. A report with all the money spent will be sent from SCE to the grantor at the end of the grant/ contribution period.

Article 11: Any member of the BoD may resign at any time by giving written notice to the president. Such resignation will take effect at the time specified.

Appointment of a temporary member of the BoD to fill a vacant position for the remainder of the year will be made by majority vote of the remaining members of the BoD.

The elected seat held by a temporary member of the BoD must be included in BoD elections held during the General Assembly of NileTESOL Annual Conference following the departure of the elected member.

The candidate elected to fill the seat will begin a new three-year term which commences after the General Assembly election process.

Temporary BoD members holding seats are eligible to run.

Article 12: Absences from the monthly NileTESOL Board of Directors (BoD) meetings are not acceptable except for serious and unforeseen circumstances that are communicated with, and accepted by, the NileTESOL President beforehand. Each member is allowed two absences per year. When their unaccepted absences exceed two, they will be asked to submit their resignation from their seat, and elections will take place via proper channels to fill their vacant seat.

Section 3: Committees

Article 1: Standing or ad hoc committees may be created by the BoD; based on new needs and with set goals and objectives that cannot be met by the other already formed committees. Each committee chair will schedule meetings and establish internal procedures, annual plans and external communications which must be approved by the BoD. The BoD should support and review standing or ad hoc committees' input regularly and report during each BoD meeting on the progress of the committee(s) they have been reviewing.

Article 2: Committees will be chaired by members of the Board of Directors. NileTESOL members are eligible to serve on any committee. Each committee must have a chair who is one of the BoD members, an assistant chair and at least 3 other NileTESOL members, otherwise the President has the right to suspend the committee until further notice.

An assistant chair helps a chair in the discharge of his/her duties. When a committee chair reports to the BoD that he/ she is unable to resume his /her responsibilities as a chair, the assistant chair takes on his or her role (See Appendix 2).

Article 3: Special Interest Groups (SIGs) of NileTESOL may be established at the discretion of the Board of Directors upon the request of such a group; with a mandate and area of interest that is not covered and is not overlapping with another already formed SIG. Each SIG must have a coordinator, an assistant coordinator, and at least 6 to 10 carefully selected members. The selection process is carried out by the SIG chair as well as the SIG coordinator and assistant coordinator. Rationale for the selection must be shared with the BoD during the monthly meetings.

An assistant coordinator helps the coordinator in the discharge of his/her duties. When the SIGs committee chair reports to the BoD that a SIG coordinator is unable to resume his or her responsibilities as a coordinator, the assistant coordinator takes on his or her role.

The BoD should support and review SIGs' input regularly (See Appendix 3).

If the SIG coordinator or members do not deliver their expected work (See appendix 4), the president must send a warning letter to the SIG chair and SIG coordinator to that effect. If the performance of the SIG still does not meet the expected criteria, then the president has the right to suspend the SIG or ask it to be dissolved and

a new coordinator and assistant coordinator and /or members are to be selected.

Article 4: Each NileTESOL SIG should have a statement of purpose that describes the SIG goals and objectives communicated through NileTESOL and SIGs platforms on the official NileTESOL webpage as well as on its Facebook page. All NileTESOL members are eligible to join any SIG and serve as a coordinator, an assistant coordinator, or a member based on qualifications, experiences, input and willingness to do voluntary work (See Appendix 4).

Section 4: General Assembly

Article 1: The general Assembly is an annual meeting of the association held at the time and place designated by the President and the BoD. The BoD will send written notice by email to all Nile TESOL members at least three weeks prior to the date of the General Assembly meeting.

Section 5: Amendments

Article 1: The Constitution of NileTESOL may be re-visited and/or reviewed by the BoD when needed. Proposals for amendments may be initiated by the President or by a written petition by ten or more members of NileTESOL. It may be amended by the members at the General Assembly by vote.

The BoD members submit their annual contributions to the president in order for him/her to develop an annual handbook that is available on NileTESOL website showcasing NileTESOL achievements and progress.

Amendments History

- Amendments to the 30 January 2013 constitution approved at the NileTESOL General Assembly on 29 January 2014. (Amendments to Section II. Article 1, re: adding a designated MOE seat to the Board of Directors and Section III. Article 3 re: the creation and management of Special Interest Groups)
- Amendment to the 29 January 2014 constitution approved at the NileTESOL General Assembly on 27 January 2015. (Amendment to Section II, Article 1, specifying that the number of seats on the Board of Directors may consist of “up to 17”. For interpretation of this amendment, see Proposed 2015 Amendment, Rationale and Impact statement.)
- Amendments to the 27 January 2016 constitution approved at the NileTESOL General Assembly on 24 January 2017. (Amendment to Section II, Article 1, specifying that the number of seats on the Board of Directors may consist of 18, Article 7, specifying the Past President term in office, Article 11, specifying the election of the board members and Section III, Article 3.1, specifying the SIGs By-Laws). Approved by the NileTESOL General Assembly on 27 January 2016.
- Amendments to the 2017 amended constitution approved through online voting on 22 February 2021; there have been amendments to most sections and four appendices have been added.
- Amendments to the February 2021 amended constitution, approved by the NileTESOL Board of Directors through online voting on March 21, 2022. Amendment to section 2, Article 12 is added, specifying an absence policy pertinent to the Board of Directors.
- Amendments to the 2022 amended constitution approved through online voting on August 16, 2022; there have been amendments to most sections of the constitution as well as to appendix 3.
- Amendment to the 2022 amended constitution: the NileTESOL Board approved via a questionnaire in November 2023 **on the following items related to the elections:**
 - 1-** The Executive Committee should supervise elections with the help of the Chair of the Membership Committee
 - 2-** Elections are to be conducted online during the time of the General Assembly
 - 3-** Only members who have been active for a year before the date of elections are eligible for voting
 - 4-** Candidates can run for elections using self-nomination only, and nominating others is not available anymore.
 - 5-** Presenters at NileTESOL activities (webinars, workshop, and Conference sessions etc.) must not use their

business affiliations for private gains or promote for private businesses. Business logos must not be included in any presentation slides.

Appendices

Appendix 1: BoD Executive Committee Membership Details

Role	Requirements	Responsibilities
President-Elect	<ul style="list-style-type: none"> ▫ Is a NileTESOL member for 2 or more years ▫ Has relevant qualification(s) for the seat ▫ Has 2 or more years of leadership experience ▫ Has 4 or more years of English language teaching experience ▫ Demonstrates commitment to the association as shown by previous activities 	<ul style="list-style-type: none"> ▫ Assists the President as needed ▫ Leads the BoD meeting in case of the President's absence ▫ Is a member of the Executive Committee ▫ Joins any number of committees ▫ Attends, with the Grant Coordinator, all interviews of applicants applying for various NileTESOL scholarship offerings when needed ▫ Serves on the NileTESOL Conference Organizing Committee
President	<ul style="list-style-type: none"> ▫ Completed his/her term as NileTESOL President-Elect ▫ Is a NileTESOL member for 4 or more years ▫ Has relevant qualification(s) for the seat ▫ Has 3 or more years of leadership experience ▫ Has 5 or more years of English language teaching experience ▫ Has excellent communication skills ▫ Shows excellent leadership skills ▫ Demonstrates commitment to the association as shown by previous activities 	<ul style="list-style-type: none"> ▫ Operates NileTESOL association ▫ Abides by the NileTESOL constitution in all major decisions ▫ Amends the constitution to be voted on and approved by the BoD when needed ▫ Announces the dates of all BoD meetings ▫ Calls for additional BoD meetings when needed ▫ Is a member of the Executive Committee ▫ Appoints committee chairs from the Board ▫ Attends, with the Grant Coordinator, all interviews of applicants applying for various NileTESOL scholarship offerings ▫ Signs off agreements with the BoD ▫ Maintains working relations with NileTESOL key partners and buddy teacher associations ▫ Encourages the development of more professional ties with international affiliates in the field ▫ Signs Memorandum of Agreement with other affiliates ▫ Signs certificates upon request ▫ Gives feedback to all committee chairs when needed ▫ Monitors the committees' activities and decides on needed action in coordination with the Executive Committee and the BoD for voting ▫ Helps promote the association locally and internationally ▫ Assists the NileTESOL annual conference in all

		<p>possible ways</p> <ul style="list-style-type: none"> ▫ Compiles and updates NileTESOL annual Handbook
<p>Past President</p>	<ul style="list-style-type: none"> - Completed his/her term as NileTESOL President <ul style="list-style-type: none"> ○ Is a NileTESOL member for 4 or more years ○ Has relevant qualification(s) for the seat - Has 3 or more years of leadership experience - Has 5 or more years of English language teaching experience - Has excellent communication skills. - Shows excellent leadership skills <ul style="list-style-type: none"> ○ Demonstrates commitment to the association as shown by previous activities 	<ul style="list-style-type: none"> ▫ Supports the President and President Elect upon request ▫ Attends meetings with the President upon request ▫ Is a member of the Executive Committee ▫ Advises the BoD on any NT related issues ▫ Supports and/or serves on any committee or SIG ▫ Chairs one of the committees ▫ Attends with the President and the Grants Coordinator, all interviews of applicants applying for various NileTESOL scholarship offerings when needed.

Executive Director	<ul style="list-style-type: none"> ▫ Appointed by the Dean of the School of Continuing Education 	<ul style="list-style-type: none"> ▫ Attends all BoD meetings ▫ Writes and sends minutes of the meetings at least one week after the meeting ▫ Handles all correspondences upon request ▫ Helps with all NileTESOL financial duties ▫ Helps with all NileTESOL logistical duties
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All members of the Board of Directors must submit their curriculum vitae and a letter of intent showing their commitment for the seat they want to occupy.

Appendix 2: NileTESOL Board of Directors Committee Membership Details

Seat	Eligibility	Expectations	Disclaimer
Member-at-Large	<ul style="list-style-type: none"> ▫ Has Relevant qualification(s) for the seat ▫ Is a NileTESOL member for 2 or more years ▫ Demonstrates 2 or more years of NileTESOL active engagement ▫ Has English language teaching experience for 2 or more years ▫ Has 1 to 2 years of leadership experience ▫ Demonstrates commitment to the association as 	<ul style="list-style-type: none"> ▫ Attends NileTESOL Board of Directors' meetings ▫ Chairs or Joins Board of Directors' committees ▫ Prepares and submits to the president a trajectory with a plan of action ▫ Links his/her school/institute to NileTESOL ▫ Attends, participates and/or helps organize one event and/or webinar for NileTESOL ▫ Circulates NileTESOL conference and opportunities ▫ Reports on his/ her NileTESOL input at the monthly BoD meeting ▫ Submits a brief report to the president reflecting 	<ul style="list-style-type: none"> ▫ In case he/she fails to meet any/all of the expectations above, he/she gets a formal notice. In case he/she continues not to meet the expectations for three months, the Board of Directors dismisses him/her and announces a call for nomination. ▫ In case he/she takes advantage of his Board of Directors' post to support his/her own business, the Board of Directors dismisses him/her after an investigation.
	<p>shown by previous activities</p>	<ul style="list-style-type: none"> • needed the committee's contributions by the end of each year ▫ Self-nomination is allowed for the position of President - Elect. 	

<p>AUC-at-Large</p>	<ul style="list-style-type: none"> · Has Relevant qualification(s) for the seat · Is a NileTESOL member for 2 or more years · Demonstrates 1 to 2 years of NileTESOL active engagement · Has English language teaching experience for 2 or more years at AUC · Has 1 to 2 years of leadership experience · Demonstrates commitment to the association as shown by previous activities 	<ul style="list-style-type: none"> · Attends NileTESOL Board of Directors' meetings · Chairs or Joins Board of Directors' committees · Prepares and submits to the president a trajectory with a plan of action · Links his/her AUC to NileTESOL · Attends, participates and/or helps organize one event and/or webinar for NileTESOL · Circulates NileTESOL conference and opportunities · Reports on his/ her NileTESOL input at the monthly BoD meeting · Submits a brief report to the president reflecting the committee's contributions by the end of each year 	<ul style="list-style-type: none"> · In case he/she fails to meet any/all of the expectations above, he/she gets a formal notice. In case he/she continues not to meet the expectations for three months, the Board of Directors dismisses him/her and announces a call for nomination. · In case he/she takes advantage of his Board of Directors' post to support his/her own business, the Board of Directors dismisses him/her after an investigation.
<p>K-12 Private Sector Representative</p>	<ul style="list-style-type: none"> · Attends NileTESOL Board of Directors' meetings · Has relevant qualifications for the seat. · Is a NileTESOL member for 2 or more years. · Demonstrates 1 to 2 years of NileTESOL active 	<ul style="list-style-type: none"> · Attends NileTESOL Board of Directors' meetings · Chairs or Joins the Board of Directors' committees · Prepares and submits to the president a trajectory with a plan of action · Links private schools to NileTESOL · Attends, participate and/or help organize one event and/or webinar for NileTESOL 	<ul style="list-style-type: none"> · In case he/she fails to meet any/all of the expectations above, he/she gets a formal notice. In case he/she continues not to meet the expectations for three months, the Board of Directors dismisses him/her and announces a call for nomination. · In case he/she takes advantage of his Board of Directors' post to support his/her own business, the

	<ul style="list-style-type: none"> engagement Has English language teaching 		
	<ul style="list-style-type: none"> experience for 2 or more at private schools Has 1 to 2 years of leadership experience Demonstrates commitment to the association as shown by previous activities 	<ul style="list-style-type: none"> Circulates NileTESOL conference and opportunities Reports on his/ her NileTESOL input at the monthly BoD meeting Submits a brief report to the president reflecting the committee's contributions by the end of each year 	Board of Directors dismisses him/her after an investigation.

<p>Al-Azhar Schools/ University Representative</p>	<ul style="list-style-type: none"> · Has relevant qualification(s) for the seat · Is a NileTESOL member for 2 years or more · Demonstrates 1 to 2 years of NileTESOL active engagement · Has English language teaching experience for 2 or more at Al-Azhar Schools or University · Has 1 to 2 years of leadership experience · Demonstrates commitment to the association as shown by previous activities 	<ul style="list-style-type: none"> · Attends NileTESOL Board of Directors' meetings · Chairs or Joins the Board of Directors' committees · Prepares and submits to the president a trajectory with a plan of action · Links Al-Azhar Schools/University to NileTESOL · Attends, participates and/or helps organize one event and/or webinar for NileTESOL · Circulates NileTESOL conference and opportunities · Reports on his/ her NileTESOL input at the monthly BoD meeting · Submits a brief report to the president reflecting the committee's contributions by the end of each year 	<ul style="list-style-type: none"> · In case he/she fails to meet any/all of the expectations above, he/she gets a formal notice. In case he/she continues not to meet the expectations for three months, the Board of Directors dismisses him/her and announces a call for nomination. · In case he/she takes advantage of his Board of Directors' post to support his/her own business, the Board of Directors dismisses him/her after an investigation.
<p>Public Universities Representative</p>	<ul style="list-style-type: none"> · Has relevant qualification(s) for the seat · Is a NileTESOL member for 2 years or more · Demonstrates 1 to 2 years of NileTESOL active engagement 	<ul style="list-style-type: none"> · Attends NileTESOL Board of Directors' meetings · Chairs or Joins Board of Directors' committees · Prepares and submits to the president a trajectory with a plan of action · Links public universities to NileTESOL · Attends, participates and/or helps organize one 	<ul style="list-style-type: none"> · In case he/she fails to meet any/all of the expectations above, he/she gets a formal notice. In case he/she continues not to meet the expectations for three months, the Board of Directors dismisses him/her and announces a call for nomination.

	<ul style="list-style-type: none"> Has English language teaching experience for 2 or more at public universities Has 1 to 2 years of leadership experience Demonstrates commitment to the association as shown by previous activities 	<ul style="list-style-type: none"> event and/or webinar for NileTESOL Circulates NileTESOL conference announcements and opportunities Reports on his/ her NileTESOL input at the monthly BoD meeting Submits a brief report to the president reflecting the committee's contributions by the end of each year 	<ul style="list-style-type: none"> In case he/she takes advantage of his Board of Directors' post to support his/her own business, the Board of Directors dismisses him/her after an investigation.
Private Universities Representative	<ul style="list-style-type: none"> Has relevant qualification (s) for the seat Is a NileTESOL member for 2 years or more Demonstrates 1 to 2 years of NileTESOL active engagement Has English language teaching experience for 2 or more at private universities Has 1 to 2 years of leadership experience Demonstrates commitment to the association as shown by previous activities 	<ul style="list-style-type: none"> Attends NileTESOL Board of Directors' meetings Chairs or Joins Board of Directors' committees Prepares and submits to the president a trajectory with a plan of action Links private universities to NileTESOL Attends, participates and/or helps organize one event and/or webinar for NileTESOL Circulates NileTESOL conference announcements and opportunities Reports on his/ her NileTESOL input at the monthly BoD meeting Submits a brief report to the president reflecting the committee's contributions by the end of each year 	<ul style="list-style-type: none"> In case he/she fails to meet any/all of the expectations above, he/she gets a formal notice. In case he/she continues not to meet the expectations for three months, the Board of Directors dismisses him/her and announces a call for nomination. In case he/she takes advantage of his Board of Directors' post to support his/her own business, the Board of Directors dismisses him/her after an investigation.

All members of the Board of Directors must submit their curriculum vitae and a letter of intent showing their commitment for the seat they want to occupy.

Appendix 3: Special Interest Groups (SIGs)

1. SIGs may be formed by a group of NileTESOL members who are willing to volunteer to serve the association by actively participating in the SIG they are interested in.
2. In order to qualify to be a SIG member, he/she must show evidence of actively participating for at least one year in previous NileTESOL events such as attending or presenting at the annual NileTESOL conference, attending or presenting NileTESOL webinars, PD events or any other activity offered by the association.
3. Each SIG must organize at least 3 events/webinars or professional activities per year then submit a report every 3 months to the SIG Chair for approval, Executive Director for filing/ uploading purposes, and to the President for final approval.

Steps for the formation of the SIGs

1. Any current NileTESOL member may submit a SIG proposal with a signed letter of intent indicating why he/she wants to be a member of a particular SIG.
2. All SIG members must submit a recent curriculum vitae.
3. The proposal must clearly state how it will meet the goals and mission of the association.
4. The SIG Chair approves the selection of each SIG coordinator and assistant coordinator.
5. The SIG coordinator must give evidence that no other SIG currently meets the needs that will be addressed by the proposed (new) SIG.
6. The SIG coordinator must demonstrate a relevant body of knowledge that is relevant to the proposed SIG.
7. Once the BoD approves the formation of the new SIG, the coordinator and assistant coordinator must collect names of at least 6 NileTESOL members who are willing to participate in the new SIG.
8. The SIG coordinator will hold monthly meetings with its SIG members to monitor their work and ensure that it is aligned with the mission of the association. Minutes of the meeting are to be sent to the SIG Chair and Executive Director for proper filing, as well as with the President.
9. The BoD members periodically review the activity of each SIG to ensure they are fulfilling their mission by holding a monthly meeting with their selected SIG team. Minutes are to be sent to the Executive Director for proper filing, and briefing of the meetings are to be shared during the BoD meetings.
10. The president can ask the BoD members to vote on suspending any SIG that is not fulfilling its mission after receiving 2 written warnings from the SIG Chair and the President.

Appendix 4: SIG Committee Membership Details

Seat	Duration of the position	Eligibility	Expectations	Disclaimer
SIG Chair	2 years renewable once	<ul style="list-style-type: none"> ▫ Is a NileTESOL Board of Directors member for 2 or more years ▫ Has Relevant qualification(s) for the seat related to the field of English teaching ▫ Has English language teaching experience for 3 to 5 years ▫ Has 2 to 3 years of leadership experience ▫ Demonstrates commitment to the association as shown by previous activities 	<ul style="list-style-type: none"> ▫ Prepares and submits to the president a trajectory with the committee's plan of action ▫ Facilitates SIG meetings with SIG coordinators ▫ Ensures members have valid experience and background in the area of English teaching ▫ Assists coordinators to create at least 3 events per year relevant to the nature of each SIG ▫ Ensures a variety of presenters and topics in at least 2 events ▫ Monitors all SIG events ▫ Sends out certificates to event presenters and attendees using the NileTESOL certificate template and signed by the President ▫ Sends a maximum of 2 warning letters to inactive SIG Coordinator(s) ▫ Reports to 	<ul style="list-style-type: none"> ▫ In case he/she fails to meet any/all of the expectations above, he/she gets a formal notice. In case he/she continues not to meet the expectations for three months, the Board of Directors dismisses him/her and announces a call for nomination. ▫ In case he/she takes advantage of his Board of Directors' post to support his/her own business, the Board of Directors dismisses him/her after an investigation.

			<p>the President any inactive SIGs following the 2 warning letters sent to the SIG Coordinator(s)</p> <ul style="list-style-type: none"> ▫ Reports to the Board on all SIG activities on a monthly basis with achieved goals and planned activities ▫ Submits a report to the president reflecting the committee's contributions by the end of each calendar year 	
SIG Coordinator	2 to 3 years	<ul style="list-style-type: none"> ▫ Is a NileTESOL Board of Directors member for 2 or more years ▫ Has Relevant qualification(s) for the seat related to the field of English teaching ▫ Has English language teaching experience for 2 to 4 years ▫ Has 1 to 2 years of leadership experience ▫ Demonstrates commitment to the association as shown by previous activities 	<ul style="list-style-type: none"> ▫ Shadows the Committee Chair ▫ Facilitates committee events and webinars ▫ Reports to the chair on all committee work ▫ Takes minutes of each meeting ▫ Submits minutes of each meeting to the Chair ▫ Facilitates SIG meetings in case of the Chair's absence ▫ Reports to the Chair on SIG work ▫ Moderates events ▫ Presents in SIG events 	<ul style="list-style-type: none"> ▫ In case he/she fails to meet any/all of the expectations above, he/she gets a formal notice. In case he/she continues not to meet the expectations for three months, the Board of Directors dismisses him/her and announces a call for nomination. ▫ In case he/she takes advantage of his Board of Directors' post to support his/her own business, the Board of Directors dismisses him/her after an investigation.
SIG Assistant Coordinator (For each SIG)	2 to 3 years	Assists the SIG coordinator in all his/her duties.		

<p>Committee Member</p>	<p>2 to 3 years</p>	<ul style="list-style-type: none"> ▫ Is a NileTESOL member for at least one year ▫ Has English language teaching experience for 1 to 2 years ▫ Demonstrates commitment to the association as shown by previous activities 	<ul style="list-style-type: none"> ▫ Contributes to committee work ▫ Is an active member of the committee ▫ Attends all SIG meetings ▫ Contributes to SIGs work by offering topics/presenters etc. ▫ Participates or presents face- to- face events, or online webinars relevant to the SIG ▫ Moderates SIG events when needed 	<ul style="list-style-type: none"> ▫ In case he/she fails to meet any/all of the expectations above, he/she gets a formal notice. In case he/she continues not to meet the expectations for three months, the Board of Directors dismisses him/her and announces a call for nomination. ▫ In case he/she takes advantage of his Board of Directors' post to support his/her own business, the Board of Directors dismisses him/her after an investigation.
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The SIG chair, SIG coordinators and members must submit their curriculum vitae and a letter of intent showing their commitment for the seat they want to occupy.