

Working Rules

1. Underlying Principles

- 1.1 The Working Rules are to be read in conjunction with the MLTASA inc. Constitution to which they are subordinate. Any Working Rule that conflicts with the Constitution is invalid
- 1.2 The Working Rules can be amended only by the Committee of the MLTASA inc.

2. Rules Governing Membership

- 2.1 The application for membership shall be made in writing signed by the applicant, and shall be in such form as the committee of the MLTASA inc. shall prescribe from time to time.
- 2.2 Upon the acceptance of the application by the Membership Secretary, and upon payment of the first and subsequent subscriptions, the applicant shall be an ordinary member of the association until resignation.
- 2.3 No person shall have voting rights nor be entitled to stand for office unless the person is deemed to be a financial member at least twenty-eight days prior to any meetings of the MLTASA inc.

3. Classes of Membership

Ordinary, Student, Corporate

The number of members of each class of membership shall be unlimited.

- 3.1 **Ordinary Membership** any persons engaged or interested in the teaching of languages
- 3.2 **Student Membership** any persons who are enrolled as full-time students of educational institutions.
- 3.3 **Corporate Membership** Corporate members shall not have voting rights and shall not be entitled to hold any office within the association.

4. Membership Fees

- 4.1 The student membership fee shall be not less than fifty percent of the ordinary membership subscription
- 4.2 The Corporate membership fee shall be at a rate determined by the Committee of the MLTASA inc.
- 4.3 Any member, whose subscription is outstanding for more than four months after the due date for payment, shall cease to be a member of the MLTASA inc., provided always that the committee may reinstate such a person's membership on such terms as it thinks fit.

5. The Annual General Meeting

- 5.1 See the Constitution for rules on term of office, frequency of meetings
- 5.2 Every member shall be eligible to one vote at the AGM
- 5.3 Observers may, with the agreement of the AGM, attend the AGM, but may speak only if invited to do so by the AGM.
- 5.4 These rules do not allow for officers to be replaced by proxies.
- 5.5 A written report on the year's activities or other matters of concern shall be submitted by the president of the MLTASA inc at the AGM.

6. The Committee of the MLTASA inc

- 6.1 See the Constitution for rules on terms of office, frequency of meetings and membership
- 6.2 The Secretary is to keep a record of the deliberations and actions of the Committee of the MLTASA inc and submit this record to the following meeting of the Committee of the MLTASA inc
- 6.3 All officers of the MLTASA inc who handle MLTASA inc funds shall maintain a detailed register of all receipts and expenditures and submit them to the Treasurer by 1st October each year or at any other time that the Treasurer may request them.

7. Elections

- 7.1 Officers of the MLTASA inc are to be elected in accordance with the procedures laid down in the Constitution

- 7.2 Any member of the MLTASA inc may be nominated for one or more offices. In the event of being elected to an office, that person shall immediately withdraw his or her nomination for any other office except if permitted by a majority vote of the AGM to nominate for another position. One person may hold more than one office only in accordance with Working Rule 7.9 below.
- 7.3 The secretary is to call for nominations from financial members of the MLTASA inc prior to each AGM at which elections are to be held for those positions for which elections are due to be held. Nominations shall be proposed by two financial members of the MLTASA inc. The election is to take place at the AGM with office being assumed at the end of that AGM.
- 7.4 Where only one nomination is received, a motion of acceptance of the nomination shall be put to the AGM. If no such motion is put, the nomination will be regarded as having been deemed unacceptable by the meeting.
- 7.5 In the event of the AGM's determining in a majority (or as in Rule 7.3) that the nomination/s received is/are unsuitable or in the event of no nomination having been received for a position, the AGM may resolve either that nominations be called for from the floor of the meeting or that the position shall not be filled and the Committee be instructed to call new nominations and to hold a postal ballot to fill the position. If the latter course of action is determined, the AGM may request that, until such time as the position is filled, another officer shall act in the vacant position.
- 7.6 Candidates shall leave the room prior to the ballot being taken and the AGM may, in their absence, discuss the nominations before a ballot is held.
- 7.7 Elections shall be held by secret ballot with the AGM appointing a returning officer from amongst its members to distribute, collect and count the ballots. Candidates may appoint one scrutineer to observe the count.
- 7.8 The election shall be declared by the returning officer's announcing the number of votes received by each candidate. Where a tie occurs, the President has a casting vote. Upon declaration of each poll, the President shall call the candidates back into the meeting and announce the result.
- 7.9 No one person may hold two offices except with the prior agreement of the AGM, or, between AGMs, of the Committee.

8 Role Definitions

- 8.1 **The Annual General Meeting** is the governing body of the MLTASA inc. to which all officers, committees and sub-committees of the MLTASA inc. are answerable, and entrusted with the tasks of:
- a) conducting the business of the MLTASA inc
 - b) electing the officers of the MLTASA inc
 - c) appointing an auditor
 - d) determining the MLTASA inc policies
 - e) approving Constitutional amendments
- As the governing body of the MLTASA inc the AGM may determine any issue affecting the MLTASA inc, and may refer any matter to the Committee for determination and action in accordance with the requirements of the Constitution and Working Rules of the MLTASA inc.
- 8.1.1 The Committee conducts the business of the MLTASA inc between meetings of the AGM, is answerable to the AGM and is required to ensure that decisions of the AGM are implemented.
- 8.1.2 The Sub-committees are empowered to make public statements in the name of the MLTASA inc, and in particular, to respond publicly to issues involving languages, language learning, and language teaching.

- 8.2 **The President** is the chairperson and chief officer of the MLTASA inc with the tasks of:
- a) presiding at meetings of the AGM and Committee
 - b) ensuring that the business of the MLTASA inc is conducted in accordance with the Constitution and Working Rules
 - c) representing and speaking for the MLTASA inc
 - d) promoting the interests of the MLTASA inc and language learning and teaching in South Australia whenever and wherever it is appropriate to do so in accordance with the specified policies and functions of the MLTASA inc
 - e) submitting annually to the AGM (and publishing on the web-page) a report on the activities of the MLTASA inc for that year
 - f) liaising with other national language bodies
 - g) maintaining a register of activities to be tabled at the following AGM
 - h) performing all tasks specified for the President in the Constitution
 - i) liaising with FIPLV and the AFMLTA inc
- 8.2.1 The President has a casting vote at the AGM and meetings of the Committee
- 8.3 **The President Elect or Immediate Past President** carries out the following tasks:
- a) to deputise for the President in accordance with the requirements of Clause 8 of the Constitution
 - b) The President-Elect/Immediate Past President after consultation with the subcommittees and the President will develop a work plan for at least the following year and, if possible, the following two years.
 - c) as Immediate Past President, to be responsible for the induction of new members of the Committee
 - d) to liaise actively with MLTAs, submit reports on the discussions held with the MLTAs to each meeting of the Committee and where appropriate, pass all information to the Editor for inclusion in the web-page
 - e) to assist the Publications Editor to disseminate information to members
 - f) to promote the interests of the MLTASA inc
 - g) to maintain a register of activities to be tabled at the following AGM
 - h) to support the President in liaising with FIPLV and the AFMLTA inc
- 8.4 **The Vice-President** carries out the following tasks:
- a) to deputise for the President, President-Elect or Immediate Past President in accordance with clause of the Constitution
 - b) to actively liaise with and advise the sub-committees of the MLTASA inc and to solicit from the convenors and provide to meetings of the Committee reports of the Sub-Committees
 - c) to liaise with and, where necessary, advise organisers of MLTASA inc professional development
 - d) to assist the Publications Editor to disseminate information to members
 - e) to promote the interests of the MLTASA inc
 - f) to maintain a register of activities to be tabled at the following AGM
- 8.5 **The Secretary** under the direction of the AGM and the Committee and in consultation with the other officers shall:
- a) conduct the correspondence of the MLTASA inc., keep records, administer the day-to-day business of the MLTASA inc., maintain a correspondence register and keep copies of all correspondence in a day file and content file and table the correspondence register at the following AGM
 - b) under direction of the **President**, call meetings and issue the agenda for meetings of the AGM and Committee at least two weeks prior to each meeting

- c) publish the minutes of the AGM and Committee within one month after each meeting
- d) call for nominations for officers of the MLTASA inc. prior to each AGM where elections are to be held under the Constitution
- e) ensure that affiliated associations are kept informed of MLTASA inc. business by ensuring that agenda and minutes of the AGM and the Committee meetings and other relevant information are sent to all presidents of those associations
- f) perform all tasks specified in the Constitution for the **Secretary**

8.5.1 A distinction is to be made between matters of policy or principle (which must be referred to the Committee for decision) and matters of implementation of policy or principle on which the **Secretary** (in consultation with the **President** and other relevant officer-bearers) may take executive action and report subsequently to the Committee.

Where the **Secretary** is required to make an executive decision, the following procedure shall be observed:

8.5.1.1 Secretary to consult with the **President** with a recommendation for action

8.5.1.2 If approved the **Secretary** consults the remainder of the Committee for endorsement of the recommended action

8.5.1.3 If it is unclear whether a majority of the Committee endorses the action, a majority decision will be sought at a regular meeting of the Committee

8.6 The **Treasurer's** responsibilities are:

- a) to supervise the finances of the MLTASA inc.
- b) to open a bank account in the name of the MLTASA inc., receive and pay into the account all funds received on behalf of the MLTASA inc., and issue receipts for them
- c) to effect payment for all just debts and commitments of the MLTASA inc.
- d) to keep proper records and books of account and submit annually to the AGM an audited statement of receipts and expenditure
- e) maintain an assets register of equipment purchased for or by the MLTASA inc.

8.6.1 All commitments and expenditures in the name of the MLTASA inc. must be by the Committee or AGM

8.6.2 Unless previously approved by the AGM or Committee, the following procedures shall normally be followed for obtaining approval for expenditure in excess of \$500.00:

8.6.2.1 Treasurer is to consult the President with a recommendation

8.6.2.2 If approved, the **Treasurer** consults the remainder of the Committee for endorsement of the recommendation and approval is sought at the next Committee meeting of AGM

8.6.3 Unless otherwise approved by the Agm, no other officer of the MLTASA inc. may open or operate bank accounts in the name of the MLTASA inc. and all funds received in the name of the MLTASA inc. will be held in bank accounts operated by the Treasurer. Receipts, invoices and cheques should be mad out in the name of the MLTASA inc.

8.6.4 Upon relinquishing positions Officers must return to the MLTASA inc. any MLTASA inc. owned equipment except that they may negotiate to purchase said equipment at a depreciated price

8.7 The **Publication Editor's** responsibilities are:

- a) to oversee the editing of the MLTASA inc. publications and website, in accordance with policies laid down by the AGM especially in terms of format, number of issues and nature of content
- b) to liaise with the Communications and Public Relations sub-committee
- c) to formulate editorial policy in consultation with the Committee and AGM and to implement such policy
- d) to invite, commission and receive contributions to the publications and website
- e) to edit contributions (eg. content editing, deletions and rearranging, style editing).
- f) to determine the number of pages for each issue
- g) to plan the budget in consultation with the **Treasurer**
- h) to supervise and coordinate advertising and distribution

8.7.1 **Content of publications and website**

- a) The content of the publications and website should be selected so that it is relevant to as large a number of members as possible, bearing in mind that many members are classroom teachers. Topics should reflect the range of interests of members, ie, the different languages taught, teaching at different levels of proficiency, teaching in primary, secondary and tertiary contexts, different theoretical perspectives

8.7.2 Advertising

- a) Advertising is handled by the **Publication Editor** or another member of the Communications and Public Relations sub-committee designated by the **Publication Editor** in accordance with rule 8.7.2 d
- b) Rates are subject to change at the discretion of the Committee
- c) At the beginning of each year, and upon request, an advertising notice is sent to all organizations who may be interested in purchasing advertising space. This notice contains general information on the publications and website, the advertising rates and the various copy deadlines
- d) When the advertisement appears, the advertiser shall receive a copy of the issue with the invoice
- e) Cheques are to be sent to the **Treasurer** who writes a receipt

9 Sub-committees

9.1 The **Convener** shall keep a register of members of the Sub-committee

9.2 Membership of sub-committees may consist of persons in the following categories:

- a) Persons who are financial members of the MLTASA inc.
- b) Persons who are members (elected or appointed) of the Committee of the MLTASA inc.

9.3 All funds generated by the subcommittee are the property of the MLTASA inc. and are to be administered by the **Treasurer** of the MLTASA inc. as part of the MLTASA inc. funds. Conveners may, with the approval of the Committee, be granted a petty advance subject to the convener's maintaining a satisfactory record of expenditure available for audit by the MLTASA inc. auditor

9.4 All costs incurred by a sub-committee are costs incurred by the MLTASA inc. and may only be incurred with the prior approval of the Committee or AGM

9.5 The Convener of each sub-committee will report in person or in writing on the activities of the sub-committee to each meeting of the Committee

- 9.6 Conveners will be elected from and by, the members of the subcommittee
- 9.7 The register for a sub-committee shall include the member's name, home address, telephone and fax numbers, work address, mailing address, email address(es) and any other information deemed relevant by the Convener (subject to the approval of the Committee)
- 9.8 The register must be kept up-to-date with new members added when they express interest in joining and inactive members deleted
- 9.9 The President, in consultation with the Committee, shall determine the nature of each sub-committee. The sub-committees after consultation with the President and the President-Elect/Immediate Past President will develop a work plan for at least the following year and, if possible, the following two years. Each subcommittee shall determine its procedures and activities subject to the approval of the Committee
- 9.10 The purpose of each sub-committee is to:
 - a) provide for an exchange of ideas, information and expertise among the members of the sub-committee through meetings and the Newsletter
 - b) promote the Policy, Role and functions of the MLTASA inc. in the sub-committee through discussion, information-gathering and any other such means as may be from time to time appropriate and approved by the Committee.
 - c) Transmit ideas, information or developments emanating from the sub-committee to members and affiliated associations of the MLTASA inc. through the publications of the MLTASA inc., conference reports and by such means as may from time to time be appropriate and approved by the Committee and do whatever is deemed appropriate by the sub-committee Convener in consultation with the Committee and the AGM to promote the area of the sub-committee.

10 Financial support for MLTASA inc. representatives attending conferences

- 10.1 subject to the approval of the Committee, the MLTASA inc. may allocate subsidies to enable members to attend conferences or other relevant events.
- 10.2 Any delegate receiving assistance would have to be deemed by the Committee or AGM to be a worthy representative of the MLTASA inc.
- 10.3 Acceptance of assistance shall be agreement to provide a report of the activity to the Committee, in default of which, the recipient shall agree to refund to the MLTASA inc. the amount of assistance granted.

11 Website

- 11.1 The MLTASA inc. will establish an official site on the World Wide Web
- 11.2 As its primary objective, the site will provide efficient access to as much information as possible on the MLTASA inc. including:
 - a) download capability for key documents eg. Constitution, Working Rules, Position Statements;
 - b) download capability for the MLTASA inc. hard copy publications
 - c) biographical profiles and contact details (including email hotlinks) of members of the Committee
 - d) other pertinent information on the activities of the MLTASA inc. eg. national Languages Week, competitions, conferences etc.
 - e) hyperlinks to any other sites relevant to languages teaching
 - f) hyperlinks to languages teaching and research institutions (all sectors);
 - g) contacts information for queries;
 - h) hyperlinks to State association sites
 - i) hyperlinks to affiliated association sites

- j) hyperlink to the AFMLTA inc site
- k) other applications at the discretion of the Publication Editor, subject to appropriate approval

11.3 The site will carry the official logo and title of the Association. Other design features will be left to the discretion of the Publication Editor.

11.4 Normally, the Publication Editor will fill the role of Webmaster, who will be responsible for the efficient and cost-effective production and regular maintenance of the website.

11.5 Where the Publication Editor does not possess the appropriate skill base, the Committee may elect to appoint a separate Webmaster who will work under the direction of the Publication Editor

11.6 The Webmaster will be required to observe all international protocols in relation to management of the site.

11.7 The Webmaster will be responsible for the development of policy and design of the site, including appropriate protocols guaranteeing user privacy, subject both to Rules 11.2 and 11.3 and to the approval of the Committee.

12 Public Officer

12.1 The Public Officer shall be the official of the MLTASA inc. on whom notice is required to be served in the legal sense.

12.2 The Public Officer may hold office in the Committee in addition to that of Public Officer

12.3 The Public officer is required, not later than one month after being appointed, to lodge with the Registrar-general a notice of the appointment in the approved form. If the Public Officer changes his or her address, similar notification in the approved form is required within one month of the change

12.4 The office of the Public Officer shall be taken to be vacant if the Public Officer

- a) is removed from office by the AGM or the Committee
- b) resigns from office
- c) dies
- d) becomes insolvent under administration within the meaning of the Corporations Law
- e) suffers from mental or physical incapacity
- f) is convicted of an offence under terms defined in subsections 63 (1) and 64 (2) (f) of the Associations Incorporation Act or
- g) ceases to reside in South Australia

17.5 Where a vacancy occurs in the office of Public Officer, the Committee shall, within fourteen days after the vacancy occurred appoint a person to fill the vacancy.