

AUSTRALIAN FEDERATION OF MODERN LANGUAGE TEACHERS ASSOCIATIONS,
INC.

CONSTITUTION

- (Adopted at the meeting of Federal Council in Melbourne May 22-23 1965)
- (Amended at the meeting in Melbourne, October 21-23 1977)
- (Amended at the meeting in Adelaide November 20-22 1981)
- (Amended by postal ballot, April 29 1983)
- (Amended at the meeting in Hobart, August 29-31 1984)
- (Amended at the meeting in Sydney, September 13-15 1985)
- (Amended at the meeting in Adelaide, September 3-5 1986)
- (Amended at the meeting in Melbourne, May 19-21 1989)
- (Amended at the meeting in Brisbane, September 21-23 1990)
- (Amended at the meeting in Darwin, July 9-12 1992)
- (Amended by postal ballot, September 18 1992)
- (Amended by postal ballot, November 30 1993)
- (Amended by postal ballot March 31 1995)
- (Amended at the meeting in Hobart, September 30-October 2 1997)
- (Amended at the meeting in Sydney, October 9-11 1998)
- (Amended by postal ballot, June 11, 1999)
- (Amended by postal ballot, June 16 and August 15, 2000)
- (Amended by postal ballot, June 11, 2001)
- (Amended by postal ballot, April 14, 2002)
- (Amended at the meeting in Melbourne, July 21, 2002)
- (Amended at the meeting in Sydney, July 8, 2009)
- (Amended by postal ballot, April 3, 2010)
- (Amended by postal ballot, 12 September, 2014)
- (Amended at the meeting held online via Zoom, 7 July 2020)

1. NAME

The name of the organisation shall be:

Australian Federation of Modern Language Teachers Associations Inc. abbreviated as
AFMLTA Inc.

2. OBJECT

The object of the Federation shall be to promote the study and teaching of languages in
Australia.

3. FUNCTIONS

The functions of the AFMLTA Inc. shall include the following:

- (a) to promote the teaching and learning of languages in Australia;
- (b) to encourage developments in methodology and curricula that ensure the high quality of all programmes for the learning of languages in Australia;
- (c) to advise on and influence the nature and content of language policy and language education policy in Australia;
- (d) to foster the exchange on an Australia-wide basis of ideas and information relating to the teaching and learning of languages;
- (e) to foster research in relation to the teaching and learning of languages;
- (f) to encourage the provision of high quality preservice and inservice education programmes for teachers of languages to ensure the development and maintenance of their language proficiency and teaching skills;
- (g) to encourage teachers of languages to accept responsibility for the development and maintenance of their language proficiency and teaching skills;
- (h) to encourage exchange visits by teachers of languages both within Australia and overseas;
- (i) to encourage Australian language learners to visit the countries of origin of the language they are learning and to encourage reciprocal visits from those countries of students who can interact with students in Australia;
- (j) to represent Australia at international conferences and other meetings;
- (k) to represent the common interests of Australian teachers of languages at State/Territory and national conferences and other meetings;
- (l) to publish a professional Journal to be called Babel;
- (m) to produce other publications as determined from time to time by the governing bodies of the AFMLTA Inc. or as outlined in the Constitution and/or Working Rules;
- (n) to engage in such other activities as may from time to time be determined by the governing bodies of the AFMLTA Inc. and are in accordance with the object of the AFMLTA Inc.

4. MEMBERS AND AFFILIATED ASSOCIATIONS

The member associations of the AFMLTA Inc. shall be the Modern Language Teachers Associations of the Australian Capital Territory, New South Wales, Queensland, South Australia, Tasmania, Victoria and Western Australia and the Language Teachers Association of the Northern Territory.

Other associations may, by decision of the National Assembly, be admitted as affiliated associations of AFMLTA Inc., provided that they meet all the following criteria:

- (a) an affiliated association must be incorporated and subscribe to the object and functions of the AFMLTA Inc. and agree to abide by its rules and constitutionally made decisions;
- (b) its financial membership must be at least 50 and include individual members in a majority of States and Territories;
- (c) it must demonstrate its viability as a national professional association;
- (d) its members must be financial members of the member association of the AFMLTA Inc. in their State or Territory; and
- (e) the affiliated association must agree, if so required by the National Assembly, to act as a Special Interest Group of the AFMLTA Inc. and abide by the rules governing Special Interest Groups as laid out in the Constitution and Working Rules of AFMLTA Inc.

5. MEMBERSHIP DUES

The membership dues paid to AFMLTA Inc. by member associations shall be determined by the National Assembly and should, at the discretion of the National Assembly, reflect the rise or fall in the CPI since the last meeting of the National Assembly.

Affiliated associations shall not be required to pay dues other than those paid by individual members as members of member associations but they are required to cover any expenses they incur either as independent associations or as Special Interest Groups of the AFMLTA Inc.

6. GOVERNANCE

The National Assembly shall comprise one representative of each member association and the continuing and outgoing elected officers. The delegate from the member association shall

be the AFMLTA Liaison Officer for that member association at least for the period to the next meeting of the National Assembly.

The National Assembly shall administer the business of the AFMLTA Inc.

An affiliated association may send an observer to the National Assembly. The National Assembly may approve the attendance of other observers at its meetings. Observers shall not be entitled to vote and may participate in debate only if specifically invited by the National Assembly to do so.

Motions to the National Assembly may be proposed by the elected officers, by one or more member associations or affiliated associations, or by two individual members of any member association.

The elected officers shall administer the AFMLTA Inc. between meetings of the National Assembly and have full power to respond to issues of policy and practice as they arise. However, in accordance with Clause 24, amendments to the Constitution and ratification of formal policy statements may only be carried out by National Assembly,

The elected officers shall be the President, President Elect or Immediate Past President, Vice-President, Secretary, Treasurer, Editor, Information Officer and Promotions Officer of AFMLTA Inc.

7. OFFICE-BEARERS

The National Assembly shall elect a President Elect every two years, who shall hold office for one year from the last day of National Assembly in the year of election, to be followed by two years as President and one year as Immediate Past President.

The National Assembly shall elect a Vice-President, Secretary, Treasurer, Promotions Officer, Information Officer and Editor every two years. The rules governing voting in elections are as outlined in Clause 20.

Only a financial member or honorary Life Member of a member association may hold an AFMLTA Inc. office.

The National Assembly may choose to combine offices or to appoint one person to fill two or more offices. Where the duties of the office-bearers are not hereinafter defined, they shall be determined by the National Assembly or, between its meetings, by the elected officers.

Other than that specified for President Elect, President and Immediate Past-President, the term of office of office-bearers shall run from the date of election to the date of the meeting of the National Assembly held closest to 24 months from the date of election. After three consecutive terms of office, office-bearers shall not be eligible for re-election to that office for a period of at least two years.

In the event of an office-bearer's being unable to carry out appointed duties through resignation, death, illness, absence or any other cause, a temporary vacancy will be deemed to have occurred. In such circumstances, the elected officers shall have the power to call for nominations and appoint a person to fill such a vacancy until the next meeting of the National Assembly at which time a normal election shall be held.

Any appointment other than by election to a new or otherwise unfilled office shall be made by the elected officers after calling for nominations and only for the period up to the next meeting of the National Assembly, at which time an election for the position shall be held.

With the approval of the National Assembly, the elected officers may establish a secretariat to assist in the work of AFMLTA Inc. and to be responsible through the Secretary to the elected officers and National Assembly. The secretariat shall consist of a paid Executive Officer employed under terms and conditions to be resolved from time to time by the National Assembly or, between its meetings, by the elected officers and included in the Working Rules. The Executive Officer is to be considered to be a paid employee of AFMLTA Inc. and not as an office-bearer. The duties of the Executive Officer and the criteria for appointment to the position shall be determined from time to time by the elected officers and included in the Working Rules.

8. SPECIAL INTEREST GROUPS

Where the National Assembly or, between National Assembly meetings, the elected officers, identify a specific issue which requires action in the form of a project or initiative, it may choose to establish a Special Interest Group for that particular purpose and appoint a Convenor. The Special Interest Group shall function in accordance with the relevant section of the Constitution and Working Rules. A Special Interest Group will cease to exist upon conclusion of its specified project or initiative. The National Assembly or, between National Assembly meetings, the elected officers, may at any time and at their own discretion dissolve a Special Interest Group.

9. DUTIES OF OFFICE-BEARERS

The President shall preside at meetings of the National Assembly and elected officers, ensure that business is conducted in accordance with the Constitution and the normal rules of meeting procedure. The President shall have a casting vote but not a deliberative vote unless appointed as a delegate of a member association to a meeting of the National Assembly.

The President Elect or Immediate Past President shall preside at meetings of the National Assembly and elected officers in the absence of the President and shall in such cases be subject to the same provision governing voting powers as apply to the President.

The Vice-President shall preside at meetings of the National Assembly and elected officers in the absence of the President and President Elect or Immediate Past President and shall in such cases be subject to the same provision governing voting powers as apply to the President. The Vice-President shall assist the President in the administration of policy.

The Secretary shall, in consultation with the other office-bearers:

- (a) administer the day-to-day business of AFMLTA Inc. and its correspondence, files and records;
- (b) under the direction of the President, call all meetings of the National Assembly and the elected officers of AFMLTA Inc., prepare and circulate agenda and maintain the minutes;
- (c) call an Extraordinary Meeting of the elected officers, in accordance with Clause 12, to determine the appropriate action in the event of misconduct or alleged misconduct of an office bearer;
- (d) circulate to all member associations such information and material as would further the object of AFMLTA Inc.

From time to time, secretarial assistance may be needed and shall be negotiated as appropriate.

The Treasurer shall:

- (a) open and manage bank accounts in the name of AFMLTA Inc., receive and pay into such accounts all moneys received on behalf of AFMLTA Inc., and issue receipts and disburse moneys in respect of all just debts and commitments of AFMLTA Inc.;
- (b) keep proper records and books of account and submit to each meeting of the National Assembly a statement of receipts and expenditure duly audited;
- (c) provide financial reports to each meeting of the elected officers;
- (d) submit for approval to each meeting of the National Assembly a notional budget for the ensuing year;
- (e) maintain an assets register of equipment purchased for or by the AFMLTA Inc.

The duties of the Editor, Information Officer, and Promotions Officer shall be as specified in the Working Rules.

The elected officers shall be empowered individually or collectively to make public statements on behalf of AFMLTA Inc. in accordance with the Working Rules.

All office-bearers will carry out additional duties as outlined in the Working Rules.

10. LIAISON OFFICER

Each member association shall, as a condition of membership of AFMLTA Inc., appoint a delegate to the National Assembly. As far as possible, that delegate will be a member of the executive of the member association. The duties of the Liaison Officer shall be specified in the Working Rules.

11. TEMPORARY VACANCIES

A temporary or casual vacancy arises where an office-bearer is unable to carry out his or her appointed duties for reasons outlined in Clause 7 or where an office-bearer stands aside or is ordered to stand aside during his or her term of office.

A temporary vacancy shall be filled by the elected officers through the appointment of a temporary replacement in accordance with the procedures laid down in Clause 7.

12. MISCONDUCT OR ALLEGED MISCONDUCT

In the event of an office-bearer

- (a) becoming the subject of an official inquiry by an employing authority upon an allegation of misconduct; or
- (b) being charged with a criminal offence arising out of or related to his or her professional duties that office-bearer must offer to stand aside from his or her office with AFMLTA Inc. while ever the official inquiry or criminal charge is pending.

In the event that an office-bearer fails, refuses or neglects to offer to stand aside as required by the preceding paragraph, the National Assembly or, between its meetings, the elected officers may order the office-bearer to stand aside. If the office-bearer who is the subject of the inquiry or charge is the person empowered to call meetings, then the Secretary may call an Extraordinary Meeting of the elected officers for the purpose of determining the appropriate action.

If as a result of an official inquiry an office-bearer is found guilty of misconduct or convicted of a criminal offence as set out above, the National Assembly or, between its meetings, the elected officers may terminate the office-bearer's appointment and declare a casual vacancy in the position.

No person who is the subject of an official inquiry by an employing authority upon allegations of misconduct or who is charged with a criminal offence arising out of or related

to his or her professional duty is eligible for election as an office-bearer of AFMLTA Inc. whilst the inquiry or charge is pending.

13. DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBER ASSOCIATIONS

- (a) Subject to this Constitution, if the National Assembly or the elected officers are of the opinion that a member association has refused or neglected to comply with the Constitution, or has been guilty of conduct unbecoming a member association or prejudicial to the interests of the AFMLTA Inc., the elected officers may by resolution:
 - (i) suspend that member association from membership of the AFMLTA Inc. for a specified period, during which time the elected officers will offer to work with the suspended member association to address issues raised under Clause 13(a); or
 - (ii) expel that member association from AFMLTA Inc..
- (b) A resolution of the elected officers under Clause 13(a) does not take effect unless:
 - (a) at a meeting held in accordance with Clause 13(c), the committee confirms the resolution; and
 - (b) if the member association exercises a right of appeal to AFMLTA Inc. under this rule, AFMLTA Inc. confirms the resolution in accordance with this rule.
- (c) A meeting of the elected officers to confirm or revoke a resolution passed under Clause 13(a) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member association in accordance with Clause 13(d).
- (d) For the purposes of giving notice in accordance with Clause 13 (c), the Secretary must, as soon as practicable, cause to be given to the member association a written notice:
 - (a) setting out the resolution of the elected officers and the grounds on which it is based; and
 - (b) stating that the member association, or representative, may address the elected officers at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member association; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member association that it may do one or both of the following
 - (i) attend that meeting;

- (ii) give to the elected officers before the date of that meeting a written statement seeking the revocation of the resolution;
- (e) informing the member association that, if at that meeting, the elected officers confirm the resolution, it may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that it wishes to appeal to AFMLTA Inc. in an Extraordinary Meeting against the resolution.
- (e) At a meeting of the elected officers to confirm or revoke a resolution passed under Clause 13(a), the elected officers must
 - (a) give the member association, or representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member association; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- (f) If at the meeting of the elected officers, the elected officers confirm the resolution, the member association may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that it wishes to appeal to AFMLTA Inc. in an Extraordinary Meeting against the resolution.
- (g) If the Secretary receives a notice under Clause 13(f), he or she must notify the elected officers and the elected officers must convene an Extraordinary Meeting of AFMLTA Inc. to be held within 21 days after the date on which the Secretary received the notice.
- (h) At an Extraordinary Meeting of AFMLTA Inc. convened under Clause 13(g)
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the elected officers may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member association, or representative, must be given an opportunity to be heard; and
 - (d) the elected officers present must vote by postal ballot on the question whether the resolution should be confirmed or revoked.
- (i) A resolution is confirmed if, at the Extraordinary Meeting, not less than three-quarters of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

14. RECOGNITION OF SERVICES

The National Assembly may award a Medal or a Certificate of Merit in recognition of services to language teaching and/or to the AFMLTA Inc. or a member association, in accordance with the rules in Addendum 1 of the Constitution.

15. BANK ACCOUNT

The Treasurer may, with the approval of the National Assembly or elected officers, open bank accounts in the name of the AFMLTA Inc. The signatories to these accounts shall be the elected officers, any one to authorise payment.

No other accounts may be established in the name of AFMLTA Inc.

16. AUDITOR

The National Assembly shall appoint each year an auditor who at least once in each financial year shall examine the books of account of the AFMLTA Inc. and the statement of receipts and expenditure and provide a certificate as to their correctness.

17. FINANCIAL YEAR

The financial year of AFMLTA Inc. shall be from May 16 to May 15.

18. MEETINGS OF THE NATIONAL ASSEMBLY AND ELECTED OFFICERS

All those eligible to attend meetings of the National Assembly and elected officers shall receive notice of meetings according to the following schedule for advanced notice:

- (a) National Assembly: at least one month;
- (b) elected officers: as early as practicable.

The National Assembly shall meet at such times and places as may be mutually agreed upon between member associations but shall in any case meet not less frequently than once in every year except that a scheduled National Assembly meeting may be deferred for up to 12 months by a $\frac{3}{4}$ majority vote of member associations in a postal ballot.

The date and place of the next National Assembly meeting shall be determined by the elected officers.

The elected officers shall meet, generally by tele-conference or web-conference, as required by the business of AFMLTA Inc.

19. QUORUM

For meetings of the National Assembly, five (5) delegates from member associations plus five (5) elected officers shall form a quorum.

20. VOTING

Except as otherwise specified in the Constitution or Working Rules, motions at meetings of the National Assembly or elected officers shall be passed by a simple majority of members present and voting or registering their votes in writing and received by the Secretary before the commencement of the meeting except that each delegate of member associations at National Assembly meetings shall be entitled to two votes. A person who is both an AFMLTA Inc. officer and a delegate of a member association is entitled to one vote as an AFMLTA Inc. officer and two as a delegate.

The National Assembly or elected officers may resolve to hold a postal ballot on any issue. Unless otherwise specified in the Constitution or Working Rules, such issues will be resolved by a simple majority of those eligible members voting by the specified closing date for the ballot except that, in votes involving the whole National Assembly, each member association shall be entitled to two votes.

21. INTERNATIONAL AFFILIATIONS

The AFMLTA Inc., by decision of the National Assembly, may affiliate with other national language teacher professional associations overseas whose object and functions align with those of the AFMLTA Inc an whose services are of benefit to AFMLTA Inc members.

22. APPLICATION OF FUNDS

In conformity with the provisions of the Federal Income Tax Assessment Acts concerning charitable, religious and public educational institutions, all the funds of AFMLTA Inc. shall be devoted solely to the fulfilment of the object and functions set out in the Constitution. No member shall receive any financial benefits therefrom and, in the event of the dissolution of AFMLTA Inc., any funds remaining after its legal commitments have been met shall be transferred to an association or associations with similar aims and objectives.

22A. TRUST FUNDS

In the administration of the AFMLTA Inc. and in the exercise of the powers, authorities and discretions conferred by the Constitution or by law, the AFMLTA Inc. has the following powers to

- (a) raise funds by subscriptions, donations, grants, loans or otherwise for the object of the AFMLTA Inc.; invite and accept gifts of all sorts and whether inter vivos or by will and whether or not subject to conditions, carry out any condition imposed on any gift which may be accepted;
- (b) constitute special charitable trusts for any particular purpose of the AFMLTA Inc. and act as a trustee of any such special trust, whether constituted by the AFMLTA Inc. or otherwise.

The powers set out in above in Clause 22A of the Constitution are in addition to the powers, authorities and discretions vested in it by any other provision of this Constitution or by law and are not to limit and are not to be limited by, or to be construed so as to limit or be limited by, the powers, authorities and discretions otherwise by the Constitution or by law vested in the AFMLTA Inc.

23. NON-DISCRIMINATION CLAUSE

No policies, practices, procedures or statements made by or on behalf of the AFMLTA Inc. shall discriminate on the grounds of age, race, language, religion, disability, marital status, gender or sexual orientation.

No person shall be excluded from holding office or disadvantaged in seeking office in AFMLTA Inc. on the grounds of age, race, language, religion, disability, marital status, gender or sexual orientation.

It is recommended that, within the context of the effective operation of the AFMLTA Inc., member associations take account of the non-discrimination intent of this clause when nominating persons for election to offices of the AFMLTA Inc. and when instructing delegates how to vote.

24. AMENDMENTS TO CONSTITUTION

This Constitution may be altered by a three quarters majority either of (a) delegates of member associations present at a meeting of the National Assembly or registering their votes by mail received in writing by the Secretary before the date for such meeting, or of (b) all member associations voting in a postal ballot or an email ballot.

Notice of proposed motions for amendment of the Constitution shall be sent in writing to the Secretary not less than nine (9) clear weeks prior to the date set for such meeting or for the postal ballot or an email ballot. The Secretary shall circulate to all member associations the text of all proposed amendments not less than six (6) clear weeks in advance of the meeting or postal ballot or an email ballot.

No motions shall be accepted at the National Assembly for the amendment of those motions to amend the Constitution that have previously been circulated to member associations. However, the National Assembly may request the elected officers to conduct a postal ballot or an email ballot on a subsequent motion to amend the Constitution.

Motions to the National Assembly for amendment of the Constitution may be proposed by the elected officers, by one or more member associations or affiliated associations, or by two individual members of any member association.

25. DISSOLUTION

AFMLTA Inc. may be dissolved only by a three quarters majority of delegates from member associations present at a special meeting of the National Assembly called to consider a motion of dissolution or recording their votes in writing and received prior to the meeting.

At least twelve (12) weeks clear notice shall be given to the Secretary of the intention to move for the dissolution of AFMLTA Inc. and notice of such motion shall be circulated to all member associations at least nine (9) weeks in advance of the meeting at which it is to be discussed.

In the event of the dissolution of AFMLTA Inc., all just debts and commitments shall be met through dispersal of funds accrued in bank accounts in the name of AFMLTA Inc and through the sale of any and all assets.

In the event of AFMLTA Inc. having insufficient funds to meet all just debts and commitments, member Associations shall be called upon to contribute such funds to meet AFMLTA liabilities.

The liability of a member Association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount (if any) unpaid by the member association in relation to membership of the federation as required by section 5.

Any funds remaining after all just debts and commitments have been met shall be transferred to an incorporated association or incorporated associations with similar aims and objectives.

26. APPENDICES TO THE CONSTITUTION

The business of AFMLTA Inc. shall be conducted in accordance with the Constitution, policy, role, functions and Working Rules of the AFMLTA Inc. The policy may be amended only in

accordance with the same procedures as for the amendment of the Constitution (Clause 24 above). The Role, Functions and Working Rules may be amended by a motion at a meeting of the National Assembly.

27. PUBLIC OFFICER

The elected officers of the AFMLTA Inc. shall appoint a Public Officer, who shall be a person at least eighteen years of age resident in the Australian Capital Territory. The appointment shall be in accordance with sections 57, 59, 63 and 64 of the *Associations Incorporation Act 1991*, Australian Capital Territory.

Details governing the office, including role and duties, are set out in the Working Rules.

28. SEAL

The common seal of the Association must be kept in the custody of the Secretary.

The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Association.

29. CUSTODY AND INSPECTION OF BOOKS AND RECORDS

Except as otherwise provided in the Constitution, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.

All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.

A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

CONSTITUTIONAL ADDENDUM I

AFMLTA INC. RECOGNITION OF SERVICES

A. CRITERIA

1. AFMLTA Inc. Medal for Outstanding Service to Language Teaching

- (a) This award is made in recognition of exceptional and outstanding contributions to language teaching in Australia over an extended period.
- (b) An exceptional and outstanding contribution is to be regarded as one that has significantly influenced the pattern and/or quality of language teaching and learning in Australia in some beneficial way.
- (c) In most cases the recipient will be or will have been actively involved in the work of the AFMLTA Inc. but, in exceptional circumstances, an award may also be made to someone who is not or has not been and would not normally be expected to be or to have been a member of an MLTA/LTA or to have contributed to AFMLTA Inc.

2. AFMLTA Inc. Certificate of Merit

- (a) This award is made in recognition of dedicated and effective contribution to the work of the AFMLTA Inc. or an MLTA/LTA over an extended period.
- (b) The recipient will be or will have been a member of an affiliated MLTA/LTA or have actively contributed to the work of the AFMLTA Inc. over an extended period.

B. NOMINATION AND APPROVAL PROCEDURES

- (a) Each National Assembly may appoint an Award Nominating Committee consisting of two elected officers (one of whom will be named as convenor) and one eminent person other than a language teacher or language academic.
- (b) As far as practicable, strict confidentiality must be observed throughout the nominating procedure with the name of the nominee, the deliberations of the relevant committees, and the details of the nomination being divulged on a need-to-know basis only to persons immediately involved in making and considering the nomination. If a nominee is normally a member of one of the committees charged with considering the nominations, that person must not be included in the meeting. Any breach of this confidentiality may, at the discretion of the elected officers or National Assembly, disqualify the nomination.

- (c) Nominations for recognition of service to the AFMLTA Inc must be made EITHER by one MLTA/LTA executive and seconded by another OR by the elected officers of AFMLTA Inc. In the event of the former, they must be signed by the Presidents of the nominating bodies or, in the event of one of the Presidents being nominated, by the relevant Vice-President.

Nominations for recognition of service to an MLTA/LTA must be made by the nominating association and may be seconded by the elected officers of the AFMLTA Inc. Nominations must be signed by the President of the nominating association or, in the event of the President being nominated, by the relevant Vice-President.

- (d) Official nomination forms will be available in downloadable form on the AFMLTA Inc website. The form will require the following information:
- the category of award for which the person is being nominated;
 - the full name, address and telephone number of the nominee;
 - the reasons that justify an award being made;
 - an outline of the nominee's career with particular reference to personal contributions as specified in the criteria;
 - a proposed citation commencing with the words specified in Clause D3 below together with additional text containing no more than 300 words.
- (e) The nomination must be submitted to the AFMLTA Inc., Secretary who will send a copy to each member of the Nominating Committee. In the event of the Secretary being the nominee, the President will substitute for the Secretary in this and other relevant clauses.
- (f) The Nominating Committee must assess the nomination against the criteria laid down in these rules and recommend to the elected officers that the nomination be endorsed or rejected.

The elected officers must assess the nomination against the criteria laid down in these rules and either endorse the award by a clear two-thirds majority or reject it.

- (g) In the event of the nomination being rejected by the elected officers, the Secretary will notify the nominators accordingly.

In the event of the nomination being endorsed by the elected officers, the nomination and supporting documents will be sent in confidence to the Presidents of each MLTA/LTA or, in the event of one of the Presidents having been nominated, to the relevant Vice-President, so that the nomination can be presented in strict confidence to each MLTA/LTA Executive, which is to instruct its AFMLTA delegate on how to vote on the nomination. The delegate must then inform the AFMLTA Secretary of their MLTA/LTA's decision.

- (h) In exceptional circumstances where, in the opinion of the elected officers, an urgent decision is warranted, this documentation will be sent to the MLTA/LTA Presidents for deliberation and voting by postal or electronic ballot.
- (i) Once the Secretary has received all responses from the MLTA/LTAs, the decision can be made to either approve the award by a two-third majority or reject it.
- (j) In the event of the rejection of the nomination, the Secretary will notify the nominators accordingly.

If the award and the citation are approved, the President will notify the awardee, offer the citation for approval, and notify the awardee of the presentation arrangements. If changes are requested to the citation by the awardee, they must be approved by the elected officers. Thereafter the Secretary will prepare the medal or certificate and appropriate citation. The President will also notify the President of the nominating MLTA/LTA of the decision and discuss the appropriate presentation arrangements.

- (k) Either the Nominating Committee or the elected officers (but not the MLTA/LTAs) may change the category of award for which the person has been nominated if they consider the nominee better fits the other criteria.
- (l) Presentation of an award is irrevocable.

C. PRESENTATION

- (a) When an award is approved, it must be presented in person to the awardee, to a person nominated by the awardee to act as proxy, or to a close family member of an awardee or other person as approved by the elected officers where the award is made posthumously.
- (b) The AFMLTA Inc. will pay the expenses (travel, registration fees and accommodation for the duration of the conference) of an awardee who is to receive the AFMLTA Inc. Medal (but not a proxy except in the case of a posthumous award) in order to allow for attendance at the presentation session.

The AFMLTA Inc. will not be liable for any expenses beyond the preparation of the certificate and dinner for the awardee of a Certificate of Merit.

- (c) A Medal must generally be presented at a special public session of the next available National Languages Conference except that, in exceptional circumstances (eg. inability to travel), a special ceremony may be held apart from a Conference in the awardee's home town though every effort must be made to ensure the attendance of as many MLTA members or other persons as possible. The press and media should be invited to be present.

A Certificate of Merit for service to an MLTA/LTA must generally be presented at a significant state event such as an annual conference or congress except that, in exceptional circumstances (eg. inability to travel), a special ceremony may be held in the awardee's home town, though every effort must be made to ensure the attendance of as many MLTA members or other persons as possible. The press and media should be invited to be present.

- (d) The following conditions should prevail in the ceremony for presentation of an award:
- No other conference activities should occur at the same time;
 - The session may include a concert, reception or dinner, or other entertainment appropriate to the occasion;
 - The presentation should be made by the AFMLTA Inc. President except that in his or her absence or in the event of the President being the recipient, by the Vice-President. In the case of a Certificate of Merit for service to an association, the presentation may be made by any elected officer of the AFMLTA Inc. Presenters will read the citation prior to presenting the award .
 - An eminent guest may be invited to make a short, appropriate address.

D. FORMAT OF THE AWARDS

1. Medal

The Medal will be of sterling silver with the AFMLTA Inc., logo on the back together with the words "Australian Federation of Modern Language Teachers Associations Inc. and on the front the words -

AFMLTA Inc. Medal for Outstanding Service to Language Teaching in Australia

Presented to

(Name)

(Date)

2. Certificate of Merit

The Certificate of Merit will be A4 size, contain the full name and logo of the AFMLTA Inc., be on parchment or similar, with the following words in scroll:

Australian Federation of Modern Language Teachers Associations Inc.

Certificate of Merit

Presented to

(Name)

in recognition of dedicated and professional service to the AFMLTA Inc./MLTA over an extended period.

(Date)

President,
AFMLTA Inc.

In the event of the President being the recipient of the certificate, it should be signed by the Vice-President as Acting President.

3. Citation

All awards will be accompanied by a citation commencing with the words below and an additional text not exceeding 300 words to be printed on the same type and script as the Certificate of Merit.

It must be headed by the logo and full name of the AFMLTA Inc., followed by the word citation. The text will commence:

The AFMLTA Inc. Medal for Outstanding Service to Language Teaching in Australia (Certificate of Merit for Services to the AFMLTA Inc./MLTA),

has this day.....(date).....been presented

to.....(full name)

in recognition of.....

.....
President, AFMLTA Inc.

E. AMENDMENTS TO THESE RULES

The rules in this Addendum governing the AFMLTA Inc.'s Recognition of Services are governed by the same procedures as is the Constitution (see Clause 24 - Amendments to Constitution).