

AUSTRALIAN FEDERATION OF MODERN LANGUAGE TEACHERS ASSOCIATIONS INC.

(Member of the Fédération Internationale des Professeurs de Langues Vivantes,
A UNESCO Status B organisation)

WORKING RULES

(Adopted at the Council Meeting in Melbourne, December 3-5, 1982)
(Amended at the Council Meeting in Hobart, August 29-31, 1984)
(Amended at the Council Meeting in Sydney, September 13-15, 1985)
(Amended at the Executive Meeting, June 25, 1986)
(Amended at the Council Meeting in Adelaide, September 3-5, 1986)
(Amended at the Council Meeting in Canberra, January 9-11, 1988)
(Amended at the Council Meeting in Melbourne, May 19-21, 1989)
(Amended at the Council Meeting in Brisbane, September 21-23, 1990)
(Amended at the Council Meeting in Launceston, September 2-26, 1991)
(Amended at the Extraordinary Executive Meeting, September 28, 1991)
(Amended at the Council Meeting in Brisbane, October 1-3, 1993)
(Amended at the National Assembly in Sydney, July 14-16, 1995)
(Amended at the National Assembly in Southport, September 27-29, 1996)
(Amended at the National Assembly in Hobart, September 30-October 2, 1997)
(Amended at the National Assembly 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, June 27, 2002)
(Amended at the National Assembly in Adelaide, July 13-14, 2004)
(Amended at the National Assembly in Perth, July 11, 2007)
(Amended at the National Assembly in Sydney, July 9, 2009)
(Amended at the National Assembly in Melbourne, July 10, 2010)
(Amended at the National Assembly in Darwin, July 6, 2011)
(Amended at the National Assembly in Melbourne, July 9, 2015)
(Amended at the National Assembly in Beijing, July 8, 2016)
(Amended at the National Assembly held online via Zoom, July 7, 2020)

1 UNDERLYING PRINCIPLES

- 1.1 The Working Rules are to be read in conjunction with the AFMLTA 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 National Assembly, or, between National Assembly meetings, by a postal ballot of member Associations, or by the elected officers. Amendments made by the elected officers must be ratified at the next meeting of the National Assembly.

2 NATIONAL ASSEMBLY

- 2.1 See the Constitution for rules on term of office, frequency of meetings, and membership.
- 2.2 If appropriate and feasible, the meeting of the National Assembly held in the year of the National Languages Conference should be held immediately before or after the Conference and in the same city.
- 2.3 The travel costs (air fares and transfers) of the officers of AFMLTA Inc. as listed in Clause 7 of the Constitution, and the MLTA delegates officially attending the National Assembly, will be met out of AFMLTA Inc. funds with the annual capitation fee being

set to take this into account except that, when the National Assembly is held immediately before or after the National Languages Conference and in the same city, the AFMLTA Inc. will not be responsible for the travel costs of delegates.

However, in the case of financial difficulties, the elected officers (subject to ratification by the National Assembly) may approve subsidising travel expenses from Federation funds. Any MLTA experiencing such difficulties must submit its case to the elected officers at least two months prior to the date set for National Assembly, supported by documentary evidence.

- 2.4 Costs for meetings of the National Assembly must be kept to a minimum.
- 2.5 The AFMLTA Inc. elected officers and MLTA delegates attending the National Assembly and not in their home city shall be reimbursed costs of accommodation, meals and incidentals. The number of days for which reimbursement is paid will be based on the number of nights a delegate or officer is necessarily away from home in order to attend the meeting.
- 2.6 Reasonable meal costs, necessarily incurred by AFMLTA Inc. officers or delegates attending the National Assembly in their home city shall be reimbursed in accordance with the same conditions as specified in Rule 2.5.
- 2.7 Social activities held in conjunction with meetings of the National Assembly shall not be a cost against the AFMLTA Inc.
- 2.8 Each MLTA shall appoint its own delegate to the National Assembly and, in doing so, should consider the desirability of maintaining continuity. An MLTA may, if it so wishes, appoint an officer of the AFMLTA Inc. as its delegate.
- 2.9 Officers of the AFMLTA Inc., who are also MLTA delegates shall be entitled to a vote both as a delegate and as an officer of the AFMLTA Inc. in those votes where both categories of National Assembly member may vote.
- 2.10 Observers may, with the agreement of the National Assembly, attend meetings of the National Assembly but may speak only if invited to do so by the National Assembly. No costs for observers' attendance at meetings of the National Assembly are to be paid out of AFMLTA Inc. funds.
- 2.11 These rules do not allow for officers to be replaced by proxies. However, any officer may request an observer to attend in his/her absence. Any such observers are subject to the same rules as other observers.
- 2.12 A written report on the year's activities or other matters of concern shall be submitted to the AFMLTA Inc. Secretary by each MLTA prior to the meeting of the National Assembly and in sufficient time for it to be circulated by the Secretary to all MLTAs.

3 GOVERNANCE

- 3.1 Elected Officers
 - 3.1.1 See the Constitution for rules on terms of office, membership and frequency of meetings.
 - 3.1.2 Costs of meetings of the elected officers are to be met by the AFMLTA Inc.

- 3.1.3 Meetings of the elected officers should generally be held by tele-conference or web-conference, or else at such time and place as entails minimum additional travel, accommodation or food costs to the AFMLTA Inc.
 - 3.1.4 The Secretary is to keep a record of the deliberations and actions of the elected officers and submit this record to the following meeting of the National Assembly.
 - 3.1.5 All officers of the AFMLTA Inc. who handle AFMLTA Inc. funds shall maintain a detailed register of all receipts and expenditures and submit them to the Treasurer by May 15 of each year or at any other time that the Treasurer may request them.
 - 3.1.6 An elected officer seeking approval for non-routine expenditure must seek prior approval from the elected officers.
- 3.2 Communication
- 3.2.1 Only elected officers are empowered to speak in the name of the AFMLTA Inc. in public statements, letters and press and media releases or personal contacts, but are accountable to the National Assembly for their actions.
 - 3.2.2 All official statements on behalf of the AFMLTA Inc. must be in accord with AFMLTA Inc.'s existing policies and practices. All official statements must be approved by the National Assembly and wherever practicable, be signed by the President.
 - 3.2.3 Where the appropriate response to an issue entails a submission, the elected officers will determine its terms of reference, circulate information on the topic of the submission to all MLTAs, request input, determine the approach to be adopted and draft a submission. The draft submission should, whenever practicable, be circulated to MLTAs for comment. When the submission is approved, the President will forward it to the appropriate authorities. Unless excluded by the terms of reference, a copy of the submission in its final form will be sent to each MLTA.
 - 3.2.4 The information received and the action taken on the issue are to be reported to the Information Officer and, through the *News in Brief*, to all MLTAs.
 - 3.2.5 Nothing in these rules is intended to hinder an elected officer from taking the initiative in presenting the AFMLTA Inc., its goals and its policies to the public and to government provided that the views are put fully in accord with AFMLTA Inc. policies and practices or have been first approved in accordance with the Rules.
 - 3.2.6 A distinction is to be made between matters of policy or principle (which must be referred to the elected officers or National Assembly for decision) and matters of implementation of policy or principle on which the elected officers may take action and report subsequently in accordance with the other rules in this section.

4 PUBLICATIONS

- 4.1 The AFMLTA Inc. will produce three publications:
 - a) *Babel*, professional referred journal, hardcopy;
 - b) *News in Brief*, periodic newsletter from elected officers to member associations, electronic;
 - c) AFMLTA Inc. website.

4.2 Details of management and publication of these are provided in Working Rule 7.7.

5 AFMLTA INTERNATIONAL CONFERENCE AND JOINT AFMLTA INC.-MLTA EVENTS

5.1 An international conference is to be held biennially in the name of the AFMLTA Inc.

5.2 The title of the Conference should include the words "AFMLTA International Conference" and the Conference needs to promote a national identity with international appeal.

5.3 The National Assembly is responsible for appointing an MLTA or MLTAs to host the AFMLTA International Conference. Except in exceptional circumstances (such as the late withdrawal of an MLTA's offer to organise the Conference), decisions concerning which MLTA is to organise each AFMLTA International Conference must be taken not less than two years in advance.

5.4 An organising committee comprised of AFMLTA Elected Officer/s and the MLTA/s is appointed. The academic chair/s shall be appointed by the AFMLTA Elected Officers.

5.5 The organising committee shall report to each National Assembly of the progress of conference arrangements. The right of final approval for the conference arrangements (especially but not only in relation to date, venue and cost) rests with the Elected Officers.

5.6 Responsibility for the conference (including costs) is assumed jointly by the AFMLTA and the host MLTA/s. The budget will be managed by the host MLTA/s with AFMLTA oversight.

5.7 AFMLTA Inc. funds are not to be used for organization of the National Languages Conference unless determined otherwise by the National Assembly in the light of special circumstances. However, the organising MLTA may, through the National Assembly, seek financial assistance from other MLTAs or other bodies.

5.8 The National Assembly may agree to provide seeding funds to an MLTA to assist in the organization of the AFMLTA International Conference. Any funds so provided must be returned to the AFMLTA Inc. as "first call" on any surplus made by the conference and the need to return these funds must be included in the costing of the conference by the organising committee.

5.9 Any profit or loss made by the National Languages Conference after the return of the AFMLTA Inc. seeding funds will be shared in the proportion of fifty percent by the host MLTA/s and fifty percent by the AFMLTA Inc. unless determined otherwise by the National Assembly.

5.10 The conference organising committee may seek to publish some or all of the papers presented at the AFMLTA International Conference. The costs of publication and distribution should not require the use of AFMLTA Inc. funds unless determined otherwise by the National Assembly.

5.11 The same principles as embodied in the rest of Working Rule 5 shall apply to other joint AFMLTA Inc.-MLTA events.

6 ELECTIONS

6.1 Officers of the AFMLTA Inc. are to be elected in accordance with the procedures laid down in the Constitution.

- 6.2 Any person 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 National Assembly to nominate for another position. One person may hold more than one office only in accordance with Working Rule 6.9 below.
- 6.3 The Secretary is to call for nominations from financial members of MLTAs and from their Executives prior to each National Assembly at which elections are to be held and for those positions for which elections are due to be held. Nominations shall be proposed by two financial members of member Associations. Nominations are then to be circulated to all MLTAs in sufficient time to allow them, if they so desire, to instruct their delegate to the National Assembly how to vote. The election is to take place at the National Assembly with office being assumed at the end of that meeting of the National Assembly.
- 6.4 Where only one nomination is received, a motion of acceptance of the nomination shall be put to the meeting. If no such motion is put, the nomination will be regarded as having been deemed unacceptable by the meeting.
- 6.5 In the event of the National Assembly's determining in a majority (or as in Rule 6.3) that the nomination/s received is/are unsuitable or in the event of no nomination having been received for a position, the National Assembly may resolve either that nominations be called for from the floor of the meeting or that the position shall not be filled and the Elected officers be instructed to call for new nominations and to hold a postal ballot to fill the position. If the latter course of action is determined, the National Assembly may request that, until such time as the position is filled, another officer shall act in the vacant position.
- 6.6 Candidates shall leave the room prior to the ballot being taken and the National Assembly may, in their absence, discuss the nominations before a ballot is held.
- 6.7 Elections shall be held by secret ballot with the National Assembly appointing a returning officer from amongst its members to distribute, collect and count the ballots. Candidates may appoint one scrutineer to observe the count.
- 6.8 The election shall be declared by the returning officer 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 recall the candidates to the meeting and announce the result.
- 6.9 No one person may hold two offices except with the prior agreement of the National Assembly or, between meetings of the National Assembly, of the elected officers.

7 ROLE DEFINITIONS

- 7.1 The National Assembly is the governing body of the AFMLTA Inc. to which all officers and committees of the AFMLTA Inc. are answerable. It is entrusted with the tasks of:
- a) conducting the business of the AFMLTA Inc.;
 - b) electing the officers of the AFMLTA Inc.;
 - c) appointing clerical assistants and an auditor;
 - d) determining AFMLTA Inc. policies;
 - e) approving constitutional amendments;
 - f) approving the date, place and theme of the next National Languages Conference of the AFMLTA Inc.;

- g) recommending to the elected officers the date and place of the next meeting of the National Assembly;
 - h) determining the amount of honoraria to be made available for elected officers.
- 7.1.1 As the governing body of the AFMLTA Inc., the National Assembly may determine any issue affecting the AFMLTA, Inc. and may refer any matter to the elected officers for determination and action in accordance with the requirements of the Constitution and Working Rules of the AFMLTA Inc.
- 7.1.2 The elected officers conduct the business of the AFMLTA Inc. between meetings of the National Assembly, are answerable to the National Assembly and are required to ensure that decisions of the National Assembly are implemented.
- 7.2 The President, as chairperson and chief officer of the AFMLTA Inc., carries out the following tasks:
- a) performs all tasks specified for the President in the Constitution;
 - b) presides at meetings of the National Assembly and elected officers;
 - c) ensures that the business of the AFMLTA Inc. is conducted in accordance with the Constitution and Working Rules;
 - d) represents and speaks for the AFMLTA Inc.;
 - e) leads the preparation of submissions;
 - f) promotes the interests of the AFMLTA Inc. and languages learning and teaching in Australia whenever and wherever it is appropriate to do so in accordance with the specified object and functions of the AFMLTA Inc.;
 - g) submits annually to the meeting of the National Assembly a report on the activities of the AFMLTA Inc. for that year;
 - h) contributes regularly to the *News in Brief* newsletter produced by the elected officers, as a means of communication on the activities of the elected officers of the AFMLTA Inc. or on any other matter for which information has to be distributed to MLTAs rapidly;
 - i) liaises with other national language bodies;
 - j) liaises with FIPLV;
 - k) is responsible for ensuring the induction process of newly elected officers.
- 7.2.1 The President has a casting vote at meetings of the National Assembly and elected officers, and a deliberative vote if also an MLTA delegate at the National Assembly.
- 7.3 The President-Elect or Immediate Past President carries out the following tasks:
- a) performs all tasks specified for the President-Elect or Immediate Past President in the Constitution;
 - b) as President-Elect, develops a work plan for the following two years;
 - c) actively liaises with MLTAs, submits reports on the discussions held with the MLTAs to each meeting of the elected officers, and where appropriate, passes information to the Information Officer;
 - d) develops the *News in Brief* newsletter produced by the elected officers, as a means of communication on the activities of the elected officers of the AFMLTA Inc. or on any other matter for which information has to be distributed to MLTAs rapidly;
 - e) promotes the interests of the AFMLTA Inc.;
 - f) may speak for the AFMLTA Inc.;

- g) assists in the preparation of submissions;
- h) supports the President in liaising with FIPLV.

7.4 The Vice-President carries out the following tasks:

- a) performs all tasks specified for the Vice-President in the Constitution;
- b) maintains a systematic review of the Constitution and Working Rules and publishes updates as necessary;
- c) actively liaises with and advises the Special Interest Groups and solicits from the convenors and provides to meetings of the elected officers reports of the activities of the Special Interest Groups;
- d) liaises with and, where necessary, advises organisers of the National Languages Conference;
- e) contributes regularly to the *News in Brief* newsletter produced by the elected officers, as a means of communication on the activities of the elected officers of the AFMLTA Inc. or on any other matter for which information has to be distributed to MLTAs rapidly;
- f) promotes the interests of the AFMLTA Inc.;
- g) may speak for the AFMLTA Inc.;
- h) assists in the preparation of submissions.

7.5 The Secretary, under the direction of the National Assembly and the elected officers and in consultation with the other officers, carries out the following tasks:

- a) performs all tasks specified for the Secretary in the Constitution;
- b) conducts the correspondence of the AFMLTA Inc., keeps records, administers the day-to-day business of the AFMLTA Inc., maintains a correspondence register and keeps copies of all correspondence in a day file and content file and tables the correspondence register at the following meeting of the National Assembly;
- c) calls meetings and issues the agenda for meetings of the National Assembly and elected officers at least two weeks prior to each meeting;
- d) publishes the minutes of the National Assembly and elected officers within one month after each meeting;
- e) calls for nominations for officers of the AFMLTA Inc. prior to each National Assembly where elections are to be held under the Constitution;
- f) ensures that MLTAs are kept informed of AFMLTA Inc. business by ensuring that agenda and minutes of the National Assembly and meetings of the elected officers and other relevant information are sent to all MLTA Presidents and Liaison Officers;
- g) disseminates AFMLTA Inc. and FIPLV award information to all MLTA Presidents annually and manage the nomination process for these;
- h) may speak for the AFMLTA Inc.;
- i) assists in the preparation of submissions.

7.6 The Treasurer carries out the following tasks:

- a) performs all tasks specified for the Treasurer in the Constitution;
- b) submits to National Assembly proposed amounts of honoraria, capitation fees and subsidies;
- c) provides advice to the elected officers on the financial position of AFMLTA Inc.;
- d) may speak for the AFMLTA Inc.;
- e) assists in the preparation of submissions.

7.6.1 All commitments and expenditures in the name of the AFMLTA Inc. must be by the elected officers or National Assembly.

7.7 The Editor carries out the following tasks:

- a) oversees the editing, production and dispatch of *Babel*, in accordance with policies laid down by the National Assembly, especially in terms of number of issues and nature of content; (Three issues are produced annually, in April, August and November.)
- b) establishes, subject to the approval of the elected officers or National Assembly, an Editorial Committee, consisting of the Editor, a Production Manager and such other assistants as may be required and delegates certain tasks to these persons in the interest of the efficient and cost-effective production and distribution of *Babel*;
- c) establishes a register of reviewers with appropriate expertise;
- d) formulates editorial policy in consultation with the elected officers and National Assembly and implements such policy;
- e) invites, commissions and receives contributions to *Babel*;
- f) solicits or selects articles for publication.
This will be done in most cases in consultation with the reviewers. Articles will be forwarded to the reviewers with the author's name deleted:
 - i) if the article is to be considered unsuitable for publication, it will be returned to the author with reviews and suggestions for revision;
 - ii) if the article is accepted for publication, the Editor will inform the author of this; (Upon publication of the article, the Editor will send the author five copies of the issue in which it appears.)
 - iii) if the article requires major editing or re-writing, the author will be sent a copy of the article for approval before publication;
 - iv) the Editor may exercise his or her discretion as to which articles to send to the reviewers for advice. The Editor may choose to act without the advice of reviewers in relation to articles which are clearly suitable for publication and in relation to articles which are clearly unsuitable;
 - v) Generally, an article will be sent to two reviewers.
- g) edits the article for publication (eg. content editing, deletions and rearranging, style editing, references and notes, punctuation). If significant change is required in the article, ie. that might affect the author's intent or meaning, it will be returned to the author for approval prior to publication. If the author refuses to accept the Editor's modifications, the Editor may, at his or her own discretion, decide not to publish it.
- h) determines the number of pages for each issue in consultation with the Production Manager;
- i) plans the budget in consultation with the Production Manager and the AFMLTA Inc. Treasurer;
- j) is responsible for advertising, reviews, subscriptions and distribution.
- k) may speak for the AFMLTA Inc.;
- l) assists in the preparation of submissions.

7.7.1 The Production Manager carries out the following tasks:

carries out, coordinates and oversees all aspects of production, including:

- i) preparation of each issue and its content for printing;
- ii) checking for the formal accuracy of the content of each issue (eg. for style, punctuation, references, etc);
- iii) liaison with the printer;

- iv) checking galley proofs and final page proofs in consultation with the Editor;
- v) development or supervision of design, layout and illustrations;
- vi) selecting colour, cover design and other features in consultation with the Editor;
- vii) selecting colour, cover design and other features in consultation with the Editor;
- viii) planning the budget in consultation with the Editor and the AFMLTA Inc. Treasurer;
- ix) negotiating prices with the printer and any other person contracted to undertake any part of the production (eg. layout and illustrations) and forwarding bills to the AFMLTA Inc. Treasurer;
- x) distribution.

7.7.2 The Production Assistants' task is to assist the Editor and Production Manager as determined by them.

7.7.3 Content of *Babel*

- a) The content of *Babel* should be selected so that it is relevant to as large a number of members as possible, bearing in mind that most 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.
- b) Wherever possible, each issue should contain research articles (eg. on language acquisition, syllabus design, etc), articles on techniques for the classroom, reviews of books and materials in some cases, and reports (though the last will appear more often in state newsletters).

7.7.4 Procedures for Reviews

- a) Reviews may, at the Editor's discretion (see Rule 7.7d above), be handled by a Review Editor, who may be a member of the Editorial Committee.
- b) Books received are forwarded to appropriate people for review.
- c) Publishers are informed that such reviews are to be published. They are sent copies of the reviews and invited to purchase advertising space or sponsorship.
- d) The Editor or Review Editor may seek a second opinion, particularly in the case of a negative review.

7.7.5 Distribution Procedures

Distribution may, at the discretion of the Editor (see Rule 7.7d above), be handled by a Distribution Manager, who may be a member of the Editorial Committee or by another member of the Editorial Committee.

The Editor or Distribution Manager carries out the following tasks:

- a) maintains liaison with MLTA Liaison Officers to obtain address lists for the various issues and membership updates. (The update system is determined each year by the National Assembly and Liaison Officers are informed of this at the end of each year by the person responsible for distribution.)

- b) liaises with Australia Post to maintain Category B Registration;
- c) purchases envelopes and Category B regulation stamp;
- d) organises posting, either by a member of the Editorial Committee, the printer or a commercial mailing firm, including:
 - i) insertion of magazine and advertising sheets;
 - ii) sealing of envelopes;
- iii) attachment of address labels;
- iv) sorting and tying in Category B groupings;
 - v) despatch through Post Office and Government Courier;
- e) despatches supplementary copies where required.

7.7.6 Individual Subscriptions

- a) Individual Subscriptions are handled by the Subscription Manager, or another member of the Editorial Committee designated by the Editor in accordance with Rule 7.7(b).
- b) Prices are set each year by the National Assembly.
- c) Subscription agents receive a discount of 10%.
- d) The Subscription Manager carries out the following tasks:
 - i) invoices all subscribers in December-February each year;
 - ii) updates address lists and printing labels from the computerised membership lists provided by the Treasurer;
 - iii) sends receipts to subscribers upon payment and forwards the cheques for the Treasurer;
 - iv) despatches subscriber copies;
 - v) answers requests for back copies, etc.

7.7.7 Advertising

- a) Advertising is handled by the Advertising Manager, or another member of the Editorial Committee designated by the Editor in accordance with Rule 7.7(b).
- b) Rates are set each year by the National Assembly.
- 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 *Babel*, the advertising rates and the various copy deadlines (eg. copy for typesetting, camera ready copy, inserts).
- 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 Advertising Manager who writes a receipt and then forwards the cheque to the Treasurer.

7.8 The Information Officer carries out the following tasks:

- a) As webmaster of the AFMLTA Inc. website
 - (i) maintains the efficient and cost-effective production and regular maintenance of the AFMLTA Inc. website in accordance with Rule 13;
 - (ii) observes international protocols in relation to management of the site;
 - (iii) develops policy and design of the site, including appropriate protocols guaranteeing user privacy, subject to the approval of the elected officers.
- b) directs enquiries or persons seeking assistance or information to appropriate contact persons or other sources;

- c) liaises with the Promotions Officer to facilitate effective publicity for the services of the AFMLTA Inc.;
- d) directs enquiries or persons seeking assistance or information to appropriate contact persons or other sources;
- e) maintains appropriate clerical and financial records;
- f) may speak for the AFMLTA Inc.;
- g) assists in the preparation of submissions.

7.9 The Promotions Officer carries out the following tasks:

- a) leads the implementation of any promotional plans or membership recruitment drives developed by the AFMLTA Inc.;
- b) publicises the AFMLTA Inc. and the services it offers;
- c) actively seeks to raise funds through such promotional activities as approaches to philanthropic bodies, sponsorships, requests for donations, competitions, the sale of materials and services, or any other appropriate activity;
- d) may speak for the AFMLTA Inc.;
- e) assists in the preparation of submissions.

7.9.1 Any promotional activities must:

- i) be approved by the National Assembly or the elected officers;
- ii) be in accord with the Constitution and Working Rules of the AFMLTA Inc.;
- iii) as far as possible complement and not compete with activities of the MLTAs or,
- iv) where a conflict of interest with one or more MLTAs does arise, be undertaken only after the agreement of that MLTA or those MLTAs has been obtained.

7.10 The AFMLTA Inc. Liaison Officer in each member or affiliated Association carries out the following tasks:

- a) acts as the Association's delegate to the National Assembly and, in the following year, acts as the principal liaison between the AFMLTA Inc. and the Association;
- b) actively liaises between the Association and the AFMLTA Inc. elected officers ;
- c) ensures the Association is kept informed on AFMLTA Inc. activities and national issues;
- d) ensures the AFMLTA Inc. is kept informed on the Association's activities and local issues;
- e) surveys the local press and media and informs the elected officers immediately of any issue on which an AFMLTA Inc. statement or other intervention is appropriate.

7.11 Subject to the approval of Assembly, an Executive Officer may be employed to carry out the following tasks:

- a) manages the work of the Secretariat under the direction of the Secretary and other officers of the AFMLTA Inc.;
- b) performs such other duties as will further the aims of the AFMLTA Inc. and as are specified in the job description offered to the Executive Officer.

7.12 Upon relinquishing positions officers must return to the AFMLTA Inc. any AFMLTA Inc. owned equipment except that they may negotiate to purchase said equipment at a depreciated price.

8 SPECIAL INTEREST GROUPS (SIGs)

- 8.1 The Convenor of a Special Interest Group shall keep a register of members of his or her group. This register must be kept up to date, with new members added when they express interest in joining and inactive members deleted.
- 8.2 Members of a Special Interest Group who are members of an MLTA shall not be required to pay an additional fee to join the group, but fees may be charged for specific activities, subject to the approval of the elected officers.
- 8.3 All funds generated by a Special Interest Group are the property of the AFMLTA Inc. and are to be administered by the Treasurer of the AFMLTA Inc. as part of AFMLTA Inc. funds. A Convenor may, with the approval of the elected officers, be granted a petty advance subject to the Convenor maintaining a satisfactory record of expenditure available for audit by the AFMLTA Inc. auditor.
- 8.4 All costs incurred by a Special Interest Group are costs incurred by the AFMLTA Inc. and may only be incurred with the prior approval of the elected officers or National Assembly. A Special Interest Group must seek to minimise costs to the AFMLTA Inc.
- 8.5 Procedures and activities of a Special Interest Group shall be determined by the Convenor subject to the approval of the elected officers. A workplan for the project shall be presented to the elected officers for approval. The Convenor shall prepare a set of procedures to manage the project in accord with the Constitution and Working Rules of the AFMLTA Inc.
- 8.6 The Convenor of each Special Interest Group shall provide a written annual report on the activities of the Special Interest Group to each meeting of the National Assembly. In addition, an interim report will be provided for each meeting of the elected officers.

9 MEMBER ASSOCIATIONS

- 9.1 Membership
 - 9.1.1 As far as possible, member Associations are to use the calendar year as the membership year and dues and membership lists sent to the AFMLTA Inc. shall be held to be valid for the calendar year in which they are received or to which the member Association indicates they apply.
 - 9.1.2 Member associations shall forward capitation fees for the current membership year to the Treasurer of AFMLTA Inc. at least once per year, as determined by National Assembly.
- 9.2 Where a person is a member of two or more member Associations, only one capitation fee is payable to AFMLTA Inc. and only one copy of *Babel* is to be provided. The individual member is responsible for lodging with one of the Associations written application for exemption from the capitation fee in order to make this possible.
- 9.3 The AFMLTA Inc. mailing list is to be treated as confidential and must not be released to outside interests.

10 KEITH HORWOOD MEMORIAL LECTURE

- 10.1. As a fitting tribute to the memory of the foundation Organising Secretary of the AFMLTA, who passed away suddenly in 1974, the Keith Horwood Memorial Lecture will be a significant feature of each National Languages Conference. (See also Rule 5).

- 10.1.1 The conference organising committee will be responsible for programming the Lecture in a prominent time slot and for providing opportunity for an appropriate social occasion which will include light refreshment at the conclusion of the Lecture.
- 10.1.2 As part of the preparations for conference, the organising committee will identify and recommend an appropriate speaker for approval by the elected officers, provided always that the speaker is an eminent person currently engaged in the field of languages education in Australia and is an Australian resident, preferably one who resides in the conference host state for that year.
- 10.1.3 Promotion and advertising for the Lecture will be included as part of the documentation and preparations for conference.
- 10.2 The costs of providing travel, accommodation and meals for the speaker, together with costs involved with the refreshments will be the responsibility of the AFMLTA Inc.
- 10.3 The text of the Lecture will be published in *Babel*, any Conference Proceedings and on the AFMLTA Inc. website. Separate hard copies will be made available for sale by the Information Officer.
- 10.4 Members of the Horwood family will be invited to attend the Lecture. However, the AFMLTA Inc. will not be responsible for any travel and accommodation costs involved in their attendance.

11 FINANCIAL SUPPORT FOR AFMLTA INC. REPRESENTATIVES ATTENDING CONFERENCES

- 11.1 Subject to the approval of National Assembly, AFMLTA Inc. may allocate an amount
 - a) to subsidise representation by AFMLTA Inc. elected officers at conferences and other relevant event, at a FIPLV World Congress and/or meeting of the World Council and/or World Assembly;
 - b) of \$200 to an MLTA member representing the AFMLTA Inc. at any national or international conference and/or general assembly.
- 11.2 Any delegate receiving assistance would have to be deemed, by the elected officers or National Assembly, to be a worthy representative of the AFMLTA Inc.
- 11.3 The subsidy amount is to be determined annually by the National Assembly.
- 11.4 Acceptance of assistance shall be agreement to provide a report to the National Assembly.

12 LOGO

- 12.1 The AFMLTA Inc. logo is as follows and is to be used on the AFMLTA Inc. letterhead and in any other appropriate place in order to project the AFMLTA Inc.'s identity.

13 WEBSITE

- 13.1 The AFMLTA Inc. will establish and maintain an official website.
- 13.2 As its primary objective, the site will provide efficient access to as much information as possible on the AFMLTA Inc., including :

- a) download capability for key documents, eg. Constitution, Working Rules, position statements;
- b) download capability for the *News in Brief*;
- c) biographical profiles and contact details (including e-mail hot links) of the elected officers;
- d) other pertinent information on the activities of AFMLTA Inc., eg. National Languages Week, competitions, national conferences etc.
- e) hyperlinks to any other sites relevant to languages teaching;
- f) hyperlinks to languages teaching and research institutions (all sectors);
- g) an e-mail clearing-house for queries;
- h) hyperlinks to State association sites;
- i) other applications at the discretion of the webmaster, subject to appropriate approval.

13.3 The site will carry the official logo and title of the Federation. Other design features will be left to the discretion of the webmaster.

13.4 The webmaster's role will be assumed by the Information Officer. (See 7.8(a) above).

14 ARCHIVES

14.1 The archives of the AFMLTA Inc. shall at all times be maintained by a Manager, who shall be appointed by the elected officers.

14.2 The archives shall consist of

- a) all executive and National Assembly documents at least five years old, including minutes, financial reports and significant correspondence;
- b) a file copy of all AFMLTA Inc. publications, as they appear; and
- c) any other documentary material originating from the AFMLTA Inc. which may be deemed of appropriate archival value.

14.3 The archives shall be stored in an appropriate location, as determined from time to time by the elected officers.

14.4 All costs for the establishment and maintenance of the archives shall be borne by the AFMLTA Inc.

14.5 The Manager carries out the following tasks:

- a) catalogues the collection and keeps documents in good order in hard copy and where appropriate, in electronic format;
- b) provides a written report on the collection to the National Assembly in every Conference year;
- c) facilitates access to the Archives as requested by the elected officers.

14.6 An honorarium of an amount to be determined by each National Assembly will be made available for the Manager.

15 DISSOLUTION OF A MEMBER ASSOCIATION

15.1 Likely Occurrence of Dissolution

15.1.1 All member Associations will keep the elected officers fully informed, in writing, of any development which appears to be leading to the possible dissolution of their state body.

- 15.1.2 In the likely occurrence of dissolution of a member Association, the elected officers will function as a task force, whose responsibility will be to manage the situation as a matter of priority in order to develop and implement preventative measures as quickly as possible.
- 15.1.3 In the likely occurrence of dissolution, the member Association involved will work collaboratively with officers of AFMLTA Inc. to bring about a peaceful and efficient resolution as swiftly as possible. Such action may include disclosing all documentation relevant to the situation and maintaining constant liaison.
- 15.1.4 For its part in such an event the elected officers will, subject to the approval of the National Assembly, offer support which may include negotiating financial assistance; identifying a possible programme of outsourcing for the management of the Association's affairs *pro tem*; implementing an extraordinary membership drive; developing a major constitutional review; or any other action agreed to by both parties.

15.2 Actual Dissolution

- 15.2.1 The dissolution of a member Association will be considered a matter of top priority by the National Assembly, who will appoint an emergency task force to manage the situation and develop a programme of reactivation as soon as practicable.
- 15.2.2 In the event of the dissolution of a member Association, the elected officers will provide every assistance to the office bearers of the Association in order to ensure that all legal and constitutional obligations have been fulfilled.

16 PUBLIC OFFICER

- 16.1 The Public Officer shall be the official of the Federation on whom notice is required to be served in the legal sense.
- 16.2 The Public Officer may hold any office in the Federation in addition to that of Public Officer.
- 16.3 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.
- 16.4 The office of the Public Officer shall be taken to be vacant if the Public Officer
 - (a) is removed from office by National Assembly or the elected officers;
 - (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 the Territory.
- 16.5 Where a vacancy occurs in the office of Public Officer, the elected officers shall, within fourteen days after the vacancy occurred appoint a person to fill the vacancy.