



# AFMLTA

Australian Federation of Modern Language Teachers Associations

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## Awards for Recognition of Service 2021

### Preamble

The Constitution of the Australian Federation of Modern Language Teachers Association has provision for conferring two awards to individuals who have contributed to languages teaching in Australia.

Nomination and judging processes for the *AFMLTA Medal for Outstanding Service to Language Teaching* and the *AFMLTA Certificate of Merit* run simultaneously, with nominations for each Award being judged against criteria specific to that Award. A nomination will be considered in the category in which it was received. However, the Constitution allows for the Award Nominating Committee or AFMLTA Elected Officers to change the category of the nomination if they believe it better fits the criteria for the other Award.

Processes for seeking, judging and conferring Awards comply with AFMLTA Constitution (Constitutional Addendum 1) as attached.

### Process

An awards process is conducted each year.

Each MLTA/LTA will be provided with:

- dates for the receipt of nominations,
- membership of the Award Nominating Committee
- dates for advising of outcome of nominations and
- conferral processes.

In 2021, the Award Nominating Committee is:

- Nathan Harvey, AFMLTA President (Convenor)
- Kylie Farmer, AFMLTA Secretary
- Libby Tuckerman, General Manager, Digital Teaching and Learning at Education Services Australia

### Timeline

Sunday 9 May 2021 - Nominations close  
(4.00pm AEST)

Friday 21 May 2021 - Supported nominations from AFMLTA Elected Officers provided to every MLTA / LTA President

Friday 3 June 2021 - MLTA / LTA vote close

## **Nomination Criteria**

### **AFMLTA Medal for Outstanding Service to Language Teaching - Criteria**

- 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.

### **AFMLTA Certificate of Merit – Criteria**

- 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.

## **Conferral process**

### **AFMLTA Inc Medal**

Conferral of AFMLTA Inc Medal for Outstanding Service to Language Teaching will occur at an event to be determined. Consideration will be given to presenting at the 22<sup>nd</sup> AFMLTA International Languages Conference in Hobart, Tasmania.

Costs of attending the award ceremony for Awardees of the Medal for Outstanding Service are to be borne by the AFMLTA.

### **AFMLTA Inc Certificate of Merit**

Conferral of AFMLTA Inc Certificate of Merit can occur at any proposed event conducted for the purposes of conferring of the AFMLTA Inc Medal for Outstanding Service (if awarded). However, the nominating MLTAs / LTAs may prefer to confer the Award at a local event.

Costs of attending the award ceremony for Awardees of the Certificate of Merit are to be borne by the individual or their nominating MLTA / LTA.

## 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 23 - Amendments to Constitution).