# AUSTRALIAN FEDERATION OF MODERN LANGUAGE TEACHERS ASSOCIATIONS INC. (AFMLTA)

(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 in Perth, 6 July, 2023)

## 1 UNDERLYING PRINCIPLES

- 1.1 The Working Rules are to be read in conjunction with the AFMLTA 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 as listed in Clause 7 of the Constitution, and the MLTA delegates officially attending the National Assembly, will be met out of AFMLTA 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 will not be responsible for the travel costs of

delegates.

- 2.4 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.
- 2.5 Costs for meetings of the National Assembly must be kept to a minimum.
- 2.6 The AFMLTA 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.
- 2.7 Reasonable meal costs, necessarily incurred by AFMLTA 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.
- 2.8 Social activities held in conjunction with meetings of the National Assembly shall not be a cost against the AFMLTA.
- 2.9 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 as its delegate.
- 2.10 Officers of the AFMLTA, who are also MLTA delegates shall be entitled to a vote both as a delegate and as an officer of the AFMLTA. in those votes where both categories of National Assembly member may vote.
- 2.11 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 funds.
- 2.12 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.
- 2.13 A written report on the year's activities or other matters of concern shall be submitted to the AFMLTA 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.
- 3.1.3 Meetings of the elected officers should generally be held by teleconference or web-conference, or else at such time and place as entails minimum additional travel, accommodation or food costs to the AFMLTA.
- 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 who handle AFMLTA 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.

#### 3.2 Communication

- 3.2.1 Only elected officers are empowered to speak in the name of the AFMLTA 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 must be in accord with AFMLTA'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, its goals and its policies to the public and to government provided that the views are put fully in accord with AFMLTA 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 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 website.
- 4.2 Details of management and publication of these are provided in Working Rules 7.7 and 7.9.

## 5 AFMLTA INTERNATIONAL CONFERENCE

- 5.1 An international conference is to be held biennially in the name of the AFMLTA.
- 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 a member MLTA/LTA to host the AFMLTA International Conference in its home state or territory. Except in exceptional circumstances (such as the late withdrawal of an offer to host the conference), decisions concerning which MLTA/LTA is to host each AFMLTA International Conference must be taken not less than two years in advance.
- 5.4 An organising committee comprised of AFMLTA Elected Officers and representatives of the host MLTA/LTA is appointed, each determining its committee members. There will be a Conference Convenor on the organising committee who should be an AFMLTA Elected Officer, and who will be responsible for reporting on conference organisation progress to the AFMLTA Elected Officers and MLTA/LTAs, notably at relevant National Assemblies and otherwise as required. There will be an Academic Chair/s who shall be appointed by the AFMLTA Elected Officers, who will be responsible for oversight of the academic program and submission process, and who will also report to relevant National Assemblies and otherwise as required.
- 5.5 Responsibility for the conference, including costs, is assumed by the AFMLTA, with MLTA/LTA input. MLTA/LTA input shall be, in particular, in relation to local conditions, including suitable dates, sites for both the conference program and associated social events, content of social events, local issues and speakers, and liaison with local sponsors and potential sponsors. Responsibility for sourcing national sponsors shall rest with the AFMLTA. The right of final approval for conference arrangements (especially, but not only in relation to date, venue, major speakers and costs) rests with the AFMLTA Elected Officers.
- 5.6 The AFMLTA will administer an operating account for the conference, under the oversight of the Treasurer. An initial budget will be approved by Elected Officers and National Assembly, and monitored by the AFMLTA Elected Officers throughout preparation, implementation, and acquittal of the conference. Elected Officers may make adjustments to the budget as considered financially prudent, advising the conference committee of any changes. The financial outcome of each conference shall be reported to National Assembly. Any loss (unless as a consequence of MLTA/LTA spending not approved by the AFMLTA) will be the responsibility of the AFMLTA. Any profit will return to the AFMLTA and be reported in annual financial reports of AFMLTA. In the instance of a profit of more than \$5,000, a proportion of profit funds may be distributed to the host MLTA/LTA, on advice from the Elected Officers and as approved by National Assembly.
- 5.7 The AFMLTA will provide each new organising committee with documentation from previous conferences (in the form of templates and checklists) to assist with preparation and documentation of each conference.
- 5.8 The selection of the Horwood Address speaker is the responsibility of the AFMLTA Elected Officers (see 10 for fuller obligations to this address).
- 5.9 The AFMLTA, on advice from the Academic Chair and Editor, may elect to publish papers presented at the AFMLTA International Conference, including a transcript from the Horwood address.

# 6 ELECTIONS

- 6.1 Officers of the AFMLTA 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.
- 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 to which all officers and committees of the AFMLTA are answerable. It is entrusted with the tasks of:
  - a) conducting the business of the AFMLTA;
  - b) electing the officers of the AFMLTA;
  - c) appointing clerical assistants and an auditor;
  - d) determining AFMLTA policies;
  - e) approving constitutional amendments;
  - f) approving the date, place and theme of the next National Languages Conference of the AFMLTA;
  - 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, the National Assembly may determine any issue affecting the AFMLTA, 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
  - 7.1.2 The elected officers conduct the business of the AFMLTA 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, carries out the following tasks:
  - a) performs all tasks specified for the President in the Constitution
  - b) ensures that the business of the AFMLTA is conducted in accordance with the Constitution and Working Rules
  - c) contributes to the preparation of submissions and signs off on these for the AFMLTA
  - d) promotes the interests of the AFMLTA 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
  - e) submits annually to the meeting of the National Assembly a report on the activities of the AFMLTA. for that year
  - f) contributes regularly to official AFMLTA media platforms and to the *News in Brief* newsletter produced by the elected officers
  - g) liaises with other national language teacher bodies
  - h) liaises with FIPLV and other relevant international associations
  - i) is responsible for ensuring the induction process of newly elected officers
  - j) presides at meetings with Presidents of MLTAs and LTA
  - has an active role in AFMLTA International Conference organisation.
- 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) coordinates preparation and updating of the Strategic Plan and Action Plans
  - c) supports the President in liaising with MLTA/LTAs as required, and with FIPLV and other international organisations
  - d) contributes to official AFMLTA media platforms and to the *News in Brief* newsletter produced by the elected officers
  - e) assists in the preparation of submissions made on behalf of the AFMLTA
  - i) prepares a report on activities carried out during the year for the National Assembly
  - i) has an active role in AFMLTA International Conference organisation.
- 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 proposes and publishes updates as necessary
  - c) contributes regularly to official AFMLTA media platforms and to the *News in Brief* newsletter produced by the elected officers
  - d) assists in the preparation of submissions made on behalf of AFMLTA
  - e) prepares a report on activities carried out during the year for the National Assembly
  - f) has an active role in AFMLTA International Conference organisation
  - g) manages professional learning for the elected officers and MLTA/LTA liaison officers as required.
- 7.5 The Secretary, in consultation with the other elected officers, carries out the following tasks:
  - a) performs all tasks specified for the Secretary in the Constitution
  - b) prepares a report on activities carried out during the year for National Assembly including presentation of the AFMLTA correspondence register
  - c) 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 elected officers of the AFMLTA. prior to each National Assembly where elections are to be held under terms of the Constitution
  - f) disseminates information and calls for nominations for AFMLTA and FIPLV awards
  - g) assists in the preparation of submissions made on behalf of AFMLTA
  - h) contributes regularly to official AFMLTA media platforms and to the *News in Brief* newsletter produced by the elected officers
  - i) assists in and minutes meetings of the AFMLTA and MLTA/LTA Presidents

- j) has an active role in AFMLTA International Conference organisation.
- 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 and National Assembly on the financial position of AFMLTA
  - d) prepares a report for National Assembly
  - e) assists in the preparation of submissions made on behalf of AFMLTA
  - f) contributes regularly to official AFMLTA media platforms and to the *News in Brief* newsletter produced by the elected officers
  - g) has an active role in AFMLTA International Conference Organisation.
- 7.7 The Information Officer carries out the following tasks:
  - a) is responsible for the AFMLTA. website, including:
    - i) maintaining the efficient and cost-effective production and regular maintenance of the website in accordance with Rule 13
    - ii) developing policy and design of the site, including appropriate operating protocols guaranteeing user privacy, subject to the approval of the Elected Officers
    - iii) observing international and national protocols in relation to management of the site
  - b) administering the digital workspace more generally- shared drives, emails, electronic access
  - c) developing the *News in Brief* newsletter produced by the Elected Officers
  - d) directing enquiries or persons seeking assistance or information to appropriate contact persons or other sources
  - e) assists in the preparation of submissions made on behalf of the AFMLTA
  - f) contributes regularly to official AFMLTA media platforms and to the *News in Brief* newsletter produced by the elected officers
  - g) has an active role in AFMLTA International Conference organisation.
- 7.8 The Promotions Officer carries out the following tasks:
  - a) publicises the AFMLTA. and the services it offers.

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.
- iii) as far as possible complement and not compete with activities of the MLTAs/LTA
- b) actively seeks to raise funds in collaboration with the other Elected Officers
- manages AFMLTA social media accounts and posts, with advice from the other Elected Officers
- d) manages Babel subscriptions and mailing lists, in collaboration with the Editor and Production Manager
- e) assists in the preparation of submissions made on behalf of the AFMLTA
- f) contributes regularly to official AFMLTA media platforms and to the *News in Brief* newsletter produced by the elected officers
- g) has an active role in AFMLTA International Conference organisation.
- 7.9 The Editor carries out the following tasks:
  - a) oversees the planning and editing of Babel with three issues produced annually
  - b) establishes, subject to the approval of the Elected Officers or National Assembly, a Production Committee, consisting of the Editor, a Production Manager and such other assistants as may be required, and delegates certain tasks to these persons
  - c) establishes a register of reviewers with appropriate expertise
  - d) formulates and implements editorial policy in consultation with the Elected Officers and National Assembly
  - e) invites, commissions and receives contributions to Babel
  - f) selects and edits articles for publication

- Article selection will be made in most cases considering advice from reviewers
- ii) Academic articles are peer reviewed, by two reviewers. Articles will be forwarded to reviewers with the author's name deleted.
- iii) More general reports, reviews or information pieces will be reviewed at the Editor's discretion and labelled differently from academic articles in the published issue.
- iv) If the article/item is considered unsuitable for publication, it will be returned to the author(s) with feedback (including reviewers' comments where relevant), and suggestions for revision, or notice of unsuitability
- v) A revised submission will be reconsidered by the Editor and may be sent for further review. If the article remains unsuitable for publication, the author(s) will be notified, and either an additional round of submission and review will occur, or the author(s) will receive notice of unsuitability and non-acceptance.
- vi) If the article requires major editing or re-writing, the author will be sent a copy of the edited article for comment before publication. Authors retain the right to withdraw the article from consideration if they disagree with editing decisions, or at any time prior to publication. The Editor retains the right not to publish the article at her or his discretion if disagreement with author(s) persists.
- vii) If/when an article or other item is accepted for publication, the Editor will inform the author(s), and it will be assigned to an upcoming issue. On publication of the article, the author(s) will (each) receive five copies of the issue, and/or an electronic copy. Authors seeking open access to their article may seek approval in writing from the Editor to publish the article on a suitable open access site, which may be an institutional (e.g. University) site or personal webpage. Generally, approval for such access will be granted, in the interests of making available research work to a wider audience.
- g) prepares each issue's content for publication, including
  - i) determining the number of pages for each issue in consultation with the Production Manager and printer
  - ii) determining design and layout
  - verifying the formal accuracy of the content of each issue (e.g. for style, punctuation, references, etc). A Copy Editor may be used for initial checking and preparation of these elements.
  - iv) writing an editorial or commissioning a guest editor to do so taking into account budget allowances
  - v) delegating responsibility for advertising, subscriptions and distribution
- h) prepares a report for National Assembly
- i) assists in the preparation of submissions made on behalf of AFMLTA
- j) contributes regularly to official AFMLTA media platforms and to the *News in Brief* newsletter produced by the elected officers
- has an active role in AFMLTA International Conference Organisation, usually as Academic Chair.
- 7.9.1 The Babel Production Manager, in consultation with the Editor, coordinates and oversees aspects of production, including:
  - i) preparation of each issue and its content for printing
  - ii) liaison with the printer/publisher
  - iii) checking proofs in consultation with the Editor
  - iv) providing budget advice in consultation with the Editor and the Elected Officers
  - v) negotiating prices with the printer and any other person contracted to undertake any part of the production (e.g., layout and illustrations, advertising)
  - vi) liaison with the Subscriptions Manager
  - vii) management of, or delegation, of the recipient list (MLTAs/LTA membership, subscribers, others)

- viii) distribution and/or electronic publishing. Distribution by the printer is preferred, where cost effective
- ix) management of requests for back copies, returns and other postdistribution matters

## 7.9.2 Procedures for Book or Resource Reviews

- a) Reviews may, at the Editor's discretion, be managed by a Review Editor
- b) Books or resources received for review are forwarded to appropriate people with suitable expertise 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.

## 7.9.3 Content of Babel

- 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, i.e. the different languages taught; teaching at different levels of teacher proficiency; teaching in primary, secondary and tertiary contexts; different theoretical perspectives; languages teacher workforce issues; learner needs and profiles; diversity, equity and access issues; contexts of language use- home, community, school, university, etc.
- b) Wherever possible, each issue should contain peer-reviewed research articles (e.g. on language acquisition and language systems, the science and benefits of plurilingualism, languages curricula, pedagogies, policy and strategy, national and international contexts and comparisons, reviews of books and resources, referenced articles on techniques for the classroom, and reports (though the latter of these will more often appear in state or territory or in language specific publications). Activities of the AFMLTA, including advocacy, projects and professional learning programs should also be publicised and reported on as appropriate.

#### 7.9.4 Individual Subscriptions

- a) individual Subscriptions are managed by the Subscriptions Manager (usually one of the Elected Officers who takes on this role), working on delegation from the Editor and Production Manager
- b) prices are set each year by the National Assembly on advice from the Editor and Production Manager
- c) The Subscriptions Manager manages the subscription process, including:
  - i) maintaining the subscriber register/mailing list, and communicating with subscribers
  - ii) advising the Treasurer of invoicing requirements to subscribers, for electronic payments to an AFMLTA account, and issuing receipts
  - iii) ensuring subscriber copies are distributed within the overall distribution process.

## 7.9.5 Advertising in Babel

- a) advertising is managed by the Production Manager, or delegated to another Elected Officer
- b) rates are set each year by the National Assembly on advice from the Elected Officers
- c) potential advertisers are actively approached
- d) advertisers are invoiced by the Treasurer
- e) advertisers will receive a copy of the issue in which their advertisement appears.
- 7.10 The AFMLTA 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. and the Association;
- b) actively liaises between the Association and the AFMLTA elected officers
- c) ensures the Association is kept informed on AFMLTA activities and national issues;
- d) ensures the AFMLTA 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 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:
  - manages the work of the Secretariat under the direction of the Secretary and other officers of the AFMLTA;
  - b) performs such other duties as will further the aims of the AFMLTA and as are specified in the job description offered to the Executive Officer.
- 7.12 Upon relinquishing positions officers must return to the AFMLTA any AFMLTA 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 and are to be administered by the Treasurer of the AFMLTA as part of AFMLTA 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 auditor.
- All costs incurred by a Special Interest Group are costs incurred by the AFMLTA 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.
- 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 work plan 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.
- 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 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 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 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 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.
- 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.
- 10.3 The text of the Lecture will be published in *Babel*, any Conference Proceedings and on the AFMLTA website. Separate hard copies will be made available for sale by the Information Officer.
- Members of the Horwood family will be invited to attend the Lecture. However, the AFMLTA will not be responsible for any travel and accommodation costs involved in their attendance.

# 11 FINANCIAL SUPPORT FOR AFMLTA REPRESENTATIVES ATTENDING CONFERENCES

- 11.1 Subject to the approval of National Assembly, AFMLTA may allocate an amount
  - a) to subsidise representation by AFMLTA 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 at any national or international conference and/or general assembly.
- Any delegate receiving assistance would have to be deemed, by the elected officers or National Assembly, to be a worthy representative of the AFMLTA.
- 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 logo is as follows and is to be used on the AFMLTA letterhead and in any other appropriate place in order to project the AFMLTA's identity.

#### 13 WEBSITE

- 13.1 The AFMLTA will establish and maintain an official website.
- As its primary objective, the site will provide efficient access to as much information as possible on the AFMLTA, 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, 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 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 publications, as they appear; and
  - c) any other documentary material originating from the AFMLTA 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.
- 14.5 The Manager carries out the following tasks:
  - 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 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.
- 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.