

# Modern Language Teachers' Association of Western Australia Inc.

## WORKING RULES

(Passed at the meeting of the Executive on 13 November 2022)

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### **1. Underlying principles**

- 1.1 The Working Rules are to be read in conjunction with the MLTAWA Inc. Constitution, to which they are subordinate. Any Working Rule that conflicts with the Constitution is invalid.
- 1.2 The Working Rules can only be amended by the Executive Committee of the MLTAWA. Amendments made by the Executive must be presented to Members via email/website and at the next Annual General Meeting of the MLTAWA.

### **2 MEETINGS**

- 2.1 See the Constitution for rules on frequency of meetings, committee structure, and membership.
- 2.2 Committee members are expected to attend Committee Meetings as scheduled throughout the year whenever possible and notify the Secretary if they are unable to do so. There is a minimum expected attendance of 80% of all general meetings or a maximum non-attendance of no more than two consecutive meetings.
- 2.3 When the President, or a representative of the president as decided by the Executive, represents the MLTAWA at the AFMLTA National Assembly, the AFMLTA National Conference and/or other meetings, assemblies or conferences, the costs will be met by the MLTAWA (where the cost is not met by AFMLTA or other). The President will present a quote of the airfares and accommodation costs to the Executive for approval before

booking.

- 2.4 The President or his/her delegate attending these meetings, not held in their home city, shall be reimbursed costs of airfares, transportation between the AFMLTA meeting, and conference and/or accommodation, meals and incidentals. The number of days for which reimbursement is paid will be based on the number of nights the President or delegate is necessarily away from home in order to attend the meeting and/or conference.

### **3 GOVERNANCE**

#### **3.1 Elected Officers**

3.1.1 See the Constitution for rules on terms of office, membership and frequency of meetings. At the discretion of the Executive some of these meetings will be face to face whilst others may be e-meetings.

3.1.2 Costs of meetings of the elected officers are to be met by the MLTAWA and reviewed annually.

#### **3.2 Communication**

3.2.1 Only the President or the nominated representative are empowered to speak in the name of the MLTAWA Inc. in public statements, letters and press and media releases or personal contacts, and are accountable to the MLTAWA for their actions.

3.2.2 Where the appropriate response to an issue entails a submission, the President (or the nominated representative) will determine its terms of reference, circulate information on the topic of the submission to the Committee, request input, determine the approach to be adopted and draft a submission. The draft submission should, whenever practicable, be circulated to the Committee 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 member.

3.2.3 Nothing in these rules is intended to hinder an elected officer from taking the initiative in presenting the MLTAWA Inc., its goals and its policies to the public and to the government provided that the views are put fully in accord with MLTAWA Inc. policies and practices or have been first approved in accordance with the Rules.

3.2.4 Individual members of the Executive can implement policies and matters of principle but if new policies or principles are needed these must be taken to the full Executive for decisions to be made.

### **4 PUBLICATIONS**

- 4.1 The MLTAWA Inc. will maintain:

4.1.1 MLTAWA Inc. website (refer to Section 14)

4.1.2 Informal publications will be made through the MLTAWA FaceBook page and the MLTAWA Twitter account.

### **5 STATE LANGUAGES CONFERENCE OF THE MLTAWA INC. AND OTHER JOINT MLTAWA and SLA EVENTS**

- 5.1 A State Languages Conference is to be held biennially in the name of the MLTAWA Inc. The Conference may be held as a joint event with all or some of the Single Language Associations and, when possible, will be held in the non AFMLTA National Conference

year.

- 5.2 The President Elect (in the year prior to the scheduled conference) or President (in the conference year), with the approval of the Executive is responsible for establishing a theme and will assume the role of Conference convenor and lead the Conference sub-committee, working closely with the Professional Learning Co-ordinator.
- 5.3 The President Elect/President should ensure that Executive and Committee members of the MLTAWA Inc. are involved at appropriate times (e.g. at the official opening ceremony) so as to ensure the state identity of the conference.
- 5.4 The President Elect/President must keep the Executive informed about the organisation of the conference and seek their advice on key matters such as the conference date, theme, cost and principal speakers. The right of final approval for the conference arrangements (especially but not only in relation to date, venue and cost) rests with the Executive of the MLTAWA.
- 5.5 The MLTAWA may seek to publish some or all of the papers presented at the State Languages Conference. This may be done by making them available on the MLTAWA website.
- 5.6 The MLTAWA will be active in seeking sponsorships for the conference. The Executive will review sponsorship levels as required.

## **6 ELECTIONS**

- 6.1 Officers of the MLTAWA Inc. are to be elected in accordance with the procedures laid down in the Constitution, at the Annual General Meeting.
- 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 membership to nominate for another position.
- 6.3 The Secretary is to call for nominations from financial members of MLTAWA prior to each Annual General Meeting for those positions for which elections are due to be held. The call for nominations and nomination forms shall be published on the MLTAWA website. Nominations shall be proposed by two financial members. The election is to take place at the Annual General Meeting with office being assumed at the end of that meeting.
- 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 If at the Annual General Meeting, no nomination has been received for a position, the position remains vacant. Elected officers will call for new nominations after the meeting and members will vote via an email ballot. If the latter course of action is determined, the Executive may request that, until such time as the position is filled, another officer shall act in the vacant position.
- 6.6 If more than one nomination is received for any one position, elections shall be held by secret ballot with the current MLTAWA President appointing a returning officer from amongst its members to distribute, collect and count the ballots. Candidates may appoint one scrutineer to observe the count. The MLTAWA committee may also choose for voting to take place electronically.
- 6.7 The election shall be declared by the returning officer announcing the number of votes received by each candidate. Where a tie occurs, the incoming/current President has a casting vote. In the case of the incoming/current President not knowing the candidates, he/she can confer with the outgoing/immediate past President. Upon declaration of each poll, the incoming/current President shall recall the candidates to the meeting and

announce the result.

## 7 ROLE DEFINITIONS

- 7.1 The elected Executive of the Committee is the governing body of the MLTAWA Inc. to which all committee members are answerable. It is entrusted with the tasks of:
- a) Coordinating and conducting the business of the MLTAWA Inc.;
  - b) Appointing an auditor;
  - c) Determining MLTAWA Inc. policies;
  - d) Approving constitutional amendments;
  - e) Approving working rules amendments
- 7.1.1 As the governing body of the MLTAWA Inc., the Executive may determine any issue affecting the MLTAWA, Inc. and may refer any matter to the elected committee for determination and action in accordance with the requirements of the Constitution and Working Rules of the MLTAWA Inc.
- 7.1.2 The elected officers conducting the business of the MLTAWA Inc. between the Annual General Meetings, are answerable to the Executive and are required to ensure that decisions of the committee are implemented.
- 7.2 The **President**, as chief officer of the MLTAWA Inc., carries out the following tasks:
- a) performs all tasks specified for the President in the Constitution
  - b) presides at meetings of the Annual General Meeting
  - c) ensures that the business of the MLTAWA Inc. is conducted in accordance with the Constitution and Working Rules
  - d) represents and speaks for the MLTAWA Inc.
  - e) actively seeks out and leads the preparation of submissions and grants
  - f) promotes the interests of the MLTAWA Inc. and Languages learning and teaching in Australia whenever and wherever it is appropriate to do so in accordance with the specified objectives and functions of the MLTAWA Inc.
  - g) submits annually to the meeting of the AFMLTA National Assembly a report on the activities of the MLTAWA Inc. for that year
  - h) submits annually to the MLTAWA Annual General Meeting a report on the activities of the MLTAWA Inc. for that year
  - i) ensures regular contributions are made to the MLTAWA website and social media as a means of communication on the activities of the elected officers of the MLTAWA Inc. or on any other matter for which information has to be distributed to membership rapidly
  - j) represents the MLTAWA at National Assembly, Conferences and events or nominates a representative
  - k) liaises with affiliated Single Language Associations and organises SLA presidents' meetings twice a year whereby SLA presidents can present a report on their association, and network with other presidents, rather than attend and report at regular committee meetings
  - l) liaises with other state language bodies and other MLTAs and LTAs

- m) is responsible for ensuring the induction process of newly elected officers and coordinating formal handovers of the various positions within 8 weeks of the AGM
- n) is a signatory for the bank
- o) is Conference convenor

7.3 The **President Elect** or **Immediate Past President** carries out the following tasks:

- a) performs all task specified for the President Elect / Immediate Past President in the Constitution
- b) represents the President if the President is unable to attend meetings etc. or other significant events
- c) (the Immediate Past President) provides historical context to issues that arise
- d) coordinates the MLTAWA Awards (Hilde Dixon and Principal's Award) disseminates information on the awards to all members annually, manages the nomination process for these, collates the nominations and calls for members of the Executive to form the judging panel and chairs the judging panel; writes reports/articles for the awards for inclusion on the website
- e) disseminates information on the PTCWA award to all members, manages the MLTAWA Inc. nomination for the award, attends the awards ceremony, unless this role is assigned to another committee member
- f) attends PCTWA meetings as representative of the MLTAWA Committee, unless this role is assigned to another committee member
- g) (the Immediate Past President) provides support and advice to the President
- h) is a signatory for the bank.

7.4 The **Vice-President** carries out the following tasks:

- a) performs all tasks specified for the Vice-President in the Constitution;
- b) represents the President if neither the President or President Elect/Immediate Past President are able to attend meetings or other significant events;
- c) maintains a systematic review of the Constitution and Working Rules and publishes updates as necessary;
- d) promotes the interests of the MLTAWA Inc.;
- e) assists in the preparation of submissions;
- f) is a signatory for the bank;
- g) moderates the MLTAWA Facebook and Twitter pages. Should the Vice-President also have the role of Promotions Officer, a different social media moderator should be appointed.

7.5 The **Secretary**, under the direction of the President and in consultation with the other members of the Executive, carries out the following tasks:

- a) performs all tasks specified for the Secretary in the Constitution
- b) conducts the correspondence of the MLTAWA Inc., keeps records, administers the

day-to-day business of the MLTAWA Inc., maintains a correspondence register and keeps copies of all correspondence in the secretary email address in relevant folders

- c) sends email reminders to Committee members about meetings and pending actions and the agenda for meetings of the committee at least one week prior to each meeting
- d) finalises and uploads the minutes of all committee meetings within one week after each meeting on Google Drive and shares link
- e) finalises and emails the minutes of the Annual General Meeting to the membership within one week of the AGM
- f) calls for nominations for officers of the MLTAWA Inc. prior to each Annual General Meeting where elections are to be held under the Constitution; The call for nominations and nomination forms shall be published on the MLTAWA website
- g) checks the PO box, unless this task is assigned to another committee member due to logistics, and tables correspondence at next meeting
- h) assists in the preparation of submissions
- i) submits any changes to the Constitution made at the Annual General Meeting to the appropriate entity (Department of Commerce) within the required time limit, usually one month
- j) ensure email distribution list and newsletter distribution list is updated once a month and includes Current, Grace, Affiliate and Life Members upon receipt of the updated list of members from the Membership Secretary
- k) orders and collects badges for Committee members
- l) updates the contact details of the Single Language Associations presidents, and their representatives, after each SLA's AGM
- m) manages event lists, creates registration pages and organises and distributes attendance certificates where necessary

7.6 The **Treasurer** carries out the following tasks:

- a) performs all tasks specified for the Treasurer in the Constitution
- b) presents an itemised Profit and Loss Statement and Balance Sheet at every committee meeting and AGM
- c) engages the auditor to prepare the auditor's report to be presented at the AGM
- d) provides advice to the elected officers on the financial position of MLTAWA Inc.
- e) is a member of the conference subcommittee and presents a proposed budget to determine costings and within a month of the conference will submit an actual budget to assist with planning of future conferences
- f) assists in the preparation of submissions
- g) uses Reckon One Accounting software to keep an accurate account of revenue and expenditure
- h) is a signatory and the online administrator for the bank
- i) reconciles capitation payments prepared by Membership secretary against records of memberships payments received
- j) seeks to recoup outstanding payments to the best of their ability and keeps the President

updated

7.6.1 All payments in the name of the MLTAWA Inc. must be approved by one of the other bank signatories

## 7.7 Specific non-executive roles to be appointed within the committee

### 7.7.1 The **Membership Secretary**

- a) maintains membership database
- b) sends out electronic membership renewal communication to members
- c) coordinates a membership drive at the beginning of each school year to potential new members through the systems, sectors and the OMI Community Language Program
- d) liaises with Treasurer regarding payment of membership dues
- e) provides the subscriptions manager for AFMLTA with a spreadsheet of mailing details of current MLTAWA Inc. membership for distribution of Babel;.
- f) provides membership data to AFMLTA and SLA's as required;.
- g) provides a point of communication for membership issues;
- H ) send invitations to Languages and Education university students via various universities for languages students to join as *Affiliates*;
- i) provides an updated copy of current members once a month, including Current, Grace, Affiliate and Life Members, to the Secretary to ensure the email distribution list is updated and kept up-to-date.

### 7.7.2 The **Website and Publications Officer (Webmaster)**:

- a) maintains the MLTAWA Inc. website
- b) liaises with the President before uploading and removing material
- c) observes international protocols in relation to management of the si
- d) develops policy and design of the site, including appropriate protocols guaranteeing user privacy, subject to the approval of the President;
- e) establish online registration process for events
- f) in training new Committee members, establishes and transfers MLTAWA email accounts and checks that a standard signature is utilised including updating the sentence *9? years as an Association in WA (1930-202?)* on all committee email accounts each year
- g) writes articles for publication on MLTAWA website (with approval of President)
- h) solicits and selects articles for links/publication on the website
- i) liaises with the committee to facilitate effective publicity for the services of the MLTAWA Inc. and designs posts/pages to promote upcoming events, liaising with individual event coordinator to collect required information/creates graphics for the event
- j) attends events and takes photographs and reports on website (post event) OR seeks out and appoints a temporary editor/reporter
- k) encourages more members to publish and provide reports for publication

- l) ensures a high standard of writing and graphical representation through a process of proofreading (at least one other Committee member)
- m) leads the implementation of any promotional plans or membership recruitment drives developed by the MLTAWA Inc.
- n) publicises the MLTAWA Inc. its events and the services it offers via social media including the MLTAWA website, Facebook page and Twitter account in consultation with the Vice president

#### **7.7.4 Professional Learning Officer :**

- a) considers a range of venues for social/PL events, collecting information and making enquiries; and securing venues by making bookings
- b) participates on the biennial state conference sub committee
- c) coordinates additional professional learning opportunities
- d) promotes professional learning events through MLTAWA social media networks;
- e) liaises with SLAs for joint professional learning opportunities
- f) organises catering for large events, liaising closely with the Secretary/Membership Secretary (for total numbers/dietary requirements) and Treasurer and President (for budget) (NB: coordinating of catering may be shared with other committee members)
- g) collects and reports on conference and professional learning evaluation data

#### **7.7.5 Advocacy Officer** (where this role is allocated to a committee member):

- a) promotes awareness of the issues facing Languages teachers in WA
- b) liaises between members, SLAs, and other agencies regarding advocacy issues in WA Languages education
- c) provides information and updates to the Committee regarding Languages education advocacy and current policy/initiatives
- d) leads the preparation of submissions regarding Languages education advocacy
- e) encourages discussion among membership on advocacy issues (via MLTAWA group/public Languages in the Mainstream Facebook page)
- f) contributes materials for the MLTAWA website regarding advocacy
- g) liaises with the Professional Learning Officer to develop and deliver relevant Professional Development opportunities for Languages Teachers

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

7.9 Upon relinquishing positions all officers must return to the MLTAWA Inc. any materials that need to be passed over to the next incumbent and whenever possible a hand over must take place within two months of the election.

7.10 Upon relinquishing positions all officers must delete all MLTAWA related data from their



personal electronic devices and archive these documents in the MLTAWA drive if deemed of historical value within two months of the AGM

## 8 CODE OF CONDUCT

### 8.1 Communication

- 8.1.1 When a Committee member sends an email to all members using the [allmembers@mltawa.asn.au](mailto:allmembers@mltawa.asn.au), it should be checked and approved by the President prior to sending.
- 8.1.2 Committee members should seek peer review of any communication to all members or beyond the Association for feedback on tone and typography.
- 8.1.3 All emails to members should be written in black standard font and size.
- 8.1.4 The standard signature of all Committee members will include and should be changed as a new year commences:

Kind regards

Full name (in large/blue)

Role MLTAWA

Committee Email address [hyperlinked]

(Standard small MLTAWA logo [hyperlinked to MLTAWA website])

*9? years as an Association in WA (1930-202?)* { in yellow }

For example:

Kind regards

**Marisa Schiavi**

President MLTAWA

[president@mltawa.asn.au](mailto:president@mltawa.asn.au)

*9? years as an Association in WA (1930-202?)*



- 8.1.5 Committee members should always try and communicate using their assigned @mltawa committee email account and check their account bi-weekly as a minimum;
- 8.2 It is expected that Committee members will, whenever possible, ensure that they complete the tasks assigned in their Role Descriptions in a timely manner .
- 8.3 It is expected that Committee members will, whenever possible, take on one of the roles indicated above and assist in MLTAWA events such as, Conferences, Award Ceremonies, Sundowners, etc. and as indicated in the Roles Descriptions;
- 8.4 New Committee members will be expected to complete the Induction and Orientation Process within two months of their accepted nomination following the AGM

- 8.5 Committee members will need to be proficient in using the MLTAWA Google Drive to ensure any future Committee members will be able to easily locate relevant information and to ensure complete information is maintained for the Association and in compliance with the Constitution.

## 8.6 Financial

- 8.6.1 Reimbursements of expenses should be submitted within one month of the expenditure date.
- 8.6.2 Reimbursement requests must be made using the forms in the Treasurer folder on Google Drive (<https://drive.google.com/open?id=0B1byMuX5sPiwdkYyOXpuYWM2SWc>)
- 8.6.3 Committee members should ideally organise direct payment from the MLTAWA to the vendor.
- 8.6.4 The Committee may spend approximately \$40 on refreshments for each face-to-face Committee meeting.
- 8.6.5 The President may purchase gifts for members who leave the Committee as a gesture of appreciation for their voluntary efforts. The amount is at the discretion of the President, who will consider the role and total number of years served, and must not exceed \$100.
- 8.6.6 Committee members should attempt to keep operational costs to a minimum at all times.
- 8.6.7 For the purpose of handing over offices, incoming and outgoing committee members can have a meal together after the AGM to the value of AUS\$50/pp.

## **9 AFFILIATED SINGLE LANGUAGE ASSOCIATIONS (SLAs)**

### 9.1 Membership lists, fees and capitation

9.1.1 As far as possible, Associations are to use the March to March period as the MLTAWA membership year.

9.1.2 MLTAWA shall forward the first round of capitation fees and membership lists to SLAs no later than one month after the 31 March each year. Further capitation will be paid when required. Membership lists can be requested by SLAs at any time.

- 9.2 The MLTAWA Inc. mailing list is to be treated as confidential and must not be released to outside interests.
- 9.3 The presidents or nominated representatives of the SLAs will be invited to attend the MLTAWA Inc. Presidents' Breakfast twice a year
- 9.4 The MLTAWA Inc. will encourage the formation of new Single Language Associations and support them in this process.
- 9.5 New Single Language Associations may become affiliated with MLTAWA Inc.
- 9.6 MLTAWA Inc. provides the option to collect membership fees and registrations for all affiliated SLAs.
- 9.7 The MLTAWA will do its best to advise and support its SLAs in every way possible in

the unlikely event of their dissolution.

## **10 MLTAWA HILDE DIXON AWARD**

10.1 The award, presented annually, consists of a trophy and a certificate accompanied by a monetary award. The amount will be decided each year by the committee.

10.2 Nominations for the Hilde Dixon Award will be called for in Semester 2 of each year publicly through the MLTAWA website and through correspondence by the Secretary to the presidents of the Single Language Associations.

10.3 Nominations must address the selection criteria. The criteria are determined by the Hilde Dixon sub-committee and are ratified by the committee. In 2022 the criteria are:

- Demonstrates exemplary and innovative teaching practices that challenge and engage students.
- Demonstrates a commitment to the educational needs and inclusion of all students.
- Demonstrates a nurturing nature and significant contribution to other language teachers in the profession (i.e. teacher development, mentorship, professional association involvement and service to, a Single Language Association and/or MLTAWA; district or regional networks, involvement in other organisations with a language interest).

10.4 Nominees must have completed 3 years continuous membership of MLTAWA at the time of the nomination.

10.5 The selection of the recipient of the MLTAWA Hilde Dixon Award is made by the Hilde Dixon sub-committee. The sub-committee comprises at least three members of the current MLTAWA committee, two of whom must be members of the executive. The decision must be ratified by the President, where the President is not a member of the sub-committee.

10.6 Full details of the selection process are available on the MLTAWA Hilde Dixon Award page on the MLTAWA website.

## **11 MLTAWA PRINCIPAL'S AWARD**

11.1 The award, presented annually, consists of a trophy and a certificate accompanied by a monetary award to the Languages department of the Principal's school.

11.2 Nominations for the MLTAWA Principal's Award will be called for at the end of Semester 1 of each year.

11.3 Nominations must be made by two people, one of whom must be a current financial member of MLTAWA. Their current membership will allow access to the members section of the MLTAWA website.

11.4 Nominations must address the selection criteria. The criteria are:

- Support and promote the teaching and learning of Languages.
- Support initiatives and innovation in language learning that maximise student engagement.
- Develop self and Languages staff.
- Promote multilingualism by engaging and working with the wider community.

11.5 The selection of the recipient of the MLTAWA Principal's Award is made by the Principal's Award Selection Panel. This panel includes at least two representatives of the MLTAWA Committee and a community member who has a connection to Languages education.

11.6 Full details of the selection process are available on the MLTAWA Principal's Award page of the MLTAWA website.

## **12 LOGO**

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



## **13 WEBSITE**

13.1 The MLTAWA Inc. will establish and maintain an official website. The MLTAWA Website and Publications Officer (Webmaster) will liaise when necessary with the AFMLTA Inc.'s Web Officer.

13.2 As its primary objective, the site will provide efficient access to as much information as possible on the MLTAWA Inc., including:

- a) download capability for key documents, e.g. Constitution, Working Rules, position statements
- b) download capability for resources and files produced or obtained at MLTAWA professional learning events
- c) biographical profiles and contact details (including e-mail hot links) of the elected officers
- d) other pertinent information on the activities of MLTAWA Inc., e.g. National Languages Week, professional learning events, social events, 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 SLA's 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 MLTAWA Inc. Other design features will be left to the discretion of the Webmaster after consultation with the Committee and approval of the President.

See 7.7.2 for Website and Publications Officer's role.

## **14 DISSOLUTION OF A MEMBER ASSOCIATION**

14.1 Likely Occurrence of Dissolution

14.1.1 All member Associations will keep the President of the MLTAWA fully informed, in

writing, of any development which appears to be leading to the possible dissolution of their language association.

14.1.2 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.

14.1.3 In the likely occurrence of dissolution, the member Association involved will work collaboratively with the Executive of the MLTAWA 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.

## 14.2 Actual Dissolution

14.2.1 In the event of the dissolution of a member Association, the Executive 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.

**End of MLTAWA Working Rules at November 13, 2022**