

Modern Language Teachers' Association of Western Australia Inc.

WORKING RULES

(Passed at the Executive Meeting on 16 October 2025)

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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 LTWA. Amendments made by the Executive must be presented to Members via email/website and at the next Annual General Meeting of LTWA.

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 Where the Committee deem it necessary that the President represent LTWA at the AFMLTA National Assembly, the AFMLTA National Conference and/or other meetings, assemblies or conferences, the costs will be met by LTWA (where the cost is not met by the 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 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 and at the discretion of the Committee based on the required commitment time.

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 President 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 LTWA and reviewed annually.

3.2 Communication

- 3.2.1 Only the President or the nominated representative are empowered to speak in the name of LTWA in public statements, letters and press and media releases or personal contacts, and are accountable to LTWA 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.
- 3.2.3 Nothing in these rules is intended to hinder an elected officer from taking the initiative in presenting LTWA, its goals and its policies to the public and to the government provided that the views are put fully in accord with LTWA 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 LTWA will maintain:
 - 4.1.1 The LTWA website (refer to Section 15)
 - 4.1.2 The monthly newsletter
 - 4.1.3 The Facebook page

5. STATE LANGUAGES CONFERENCE OF LTWA AND OTHER JOINT LTWA AND SLA EVENTS

- 5.1 A State Languages Conference is to be held biennially in the name of LTWA. 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 (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 should ensure that Executive and Committee members of LTWA 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 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 LTWA.
- 5.5 LTWA may seek to publish some or all of the papers presented at the State Languages Conference.
- 5.6 LTWA will be active in seeking sponsorship. The Executive will review sponsorship levels as required.

6. ELECTIONS

- 6.1 Officers of LTWA 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 LTWA 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 distributed via email. 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 LTWA 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 LTWA 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 / incumbent President has a casting vote. In the case of the incoming President not knowing the candidates, he/she can confer with the outgoing President. Upon declaration of each poll, the incoming 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 LTWA to which all committee members are answerable. It is entrusted with the tasks of:
 - a) coordinating and conducting the business of LTWA;
 - b) determining LTWA policies;
 - c) approving constitutional amendments;
 - d) approving Working Rules amendments;
 - e) approving the date, place and theme of the next LTWA State Conference.

- 7.1.1 As the governing body of LTWA, the Executive may determine any issue affecting LTWA, 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 LTWA.
- 7.1.2 The elected officers conducting the business of LTWA between the Annual General Meetings, are answerable to the Executive and are required to ensure that decisions of the committee are implemented.
- 7.1.3 Minor roles (e.g., chairperson, social media coordinator, caterer) to be appointed within the Committee.
- 7.2 The **President**, as chief officer of LTWA, 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 LTWA is conducted in accordance with the Constitution and Working Rules;
 - d) represents and speaks for LTWA;
 - e) actively seeks out and leads the preparation of submissions and grants;
 - f) promotes the interests of LTWA 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 LTWA;
 - g) submits annually to the meeting of the AFMLTA National Assembly a report on the activities of LTWA for that year;
 - h) submits annually to LTWA Annual General Meeting a report on the activities of LTWA for that year;
 - i) ensures regular contributions are made to LTWA website and social media as a means of communication on the activities of the elected officers of LTWA or on any other matter for which information has to be distributed to membership rapidly;
 - j) represents LTWA at National Assembly, conferences and events or nominates a representative;
 - k) liaises with affiliated Single Language Associations and organises an SLA presidents' meeting at least twice a year whereby SLA presidents can present a report on their association, and network with other presidents;
 - l) liaises with other state language bodies and other M/LTAs;
 - m) is responsible for ensuring the induction process of newly elected officers, working closely with the President Elect/Immediate Past President and Vice-President;
 - n) is a signatory for the bank;
 - o) is Conference Convenor in the conference year.
- 7.3 The **President Elect** or **Immediate Past President** carries out the following tasks:
- a) performs all tasks specified for the President Elect/Immediate Past President in the Constitution;
 - b) represents the President if the President/Vice President are unable to attend meetings, etc.;
 - c) assumes the role of Conference Convenor (if President in conference year) and leads the Conference sub-committee and, with the approval of the Executive, is responsible for establishing a conference theme;
 - d) (the Immediate Past President) provides historical context to issues that arise;
 - e) coordinates LTWA Awards/Scholarship (Hilde Dixon, Principal's Award and Nathan Harvey Languages Education Scholarship) 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/newsletter;
 - f) disseminates information on the PTCWA award to all members, manages the LTWA nomination for the award, attends the awards ceremony, unless this role is assigned

- to another committee member;
- g) provides support and advice to the President if requested;
- 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 the President is unable to attend meetings, etc.;
- c) maintains a systematic review of the Constitution and Working Rules and publishes updates as necessary;
- d) promotes the interests of LTWA;
- e) may speak for LTWA;
- f) assists in the preparation of submissions;
- g) is a signatory for the bank;
- h) performs duties of the President Elect/Immediate Past President in the vacant year/s.

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 LTWA, keeps records, administers the day-to-day business of LTWA, 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 and SLA representatives about meetings and pending actions and issues the agenda for meetings of the committee at least one
- d) week prior to each meeting;
- e) finalises and uploads the minutes of all committee meetings within one week after each meeting on Google Drive and shares link;
- f) finalises and emails the minutes of the Annual General Meeting to the membership within one week of the AGM;
- g) calls for nominations for officers of LTWA prior to each Annual General Meeting where elections are to be held under the Constitution;
- h) checks the PO box; unless this task is assigned to another committee member due to logistics;
- i) assists in the preparation of submissions;
- j) 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);
- k) submits any changes to elected office bearers to the appropriate entity (ACNC) within the required time limit (usually one month);
- l) sends invitations to university students via various universities for languages students to join as Affiliates;
- m) orders and collects badges for Committee members;
- n) updates the contact details of the Single Language Associations presidents, and their representatives, after each SLA's AGM;
- o) 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) provides advice to the elected officers on the financial position of LTWA;
- d) 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;
- e) assists in the preparation of submissions;

- f) uses an appropriate accounting software package to keep an accurate account of revenue and expenditure;
- g) is a signatory and the online administrator for the bank;
- h) reconciles capitation payments prepared by Membership secretary against records of memberships payments received;
- i) All payments in the name of LTWA must be approved by one of the other bank signatories;
- j) Submits the annual financial statement to the ACNC and DEMIRS.

7.7 Specific non-executive roles.

7.7.1 The **Membership Secretary**

- a) maintains the membership database and ensures email distribution list and newsletter distribution list is updated once a month and includes Current, Grace, Affiliate and Life Members;
- 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 the Treasurer regarding payment of membership dues;
- e) provides the subscriptions manager for AFMLTA with a spreadsheet of mailing details of current LTWA 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) seeks to recoup outstanding payments to the best of their ability and keeps the President updated.

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

- a) maintains LTWA website;
- b) liaises with the President before uploading and removing material;
- c) observes international protocols in relation to management of the site;
- d) develops policy and design of the site, including appropriate protocols guaranteeing user privacy, subject to the approval of the President;
- e) liaises with the Professional Learning Officer to facilitate effective publicity for the services of LTWA and establish online registration process for events;
- f) in training new Committee members, assists the establishment and transfer of LTWA 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 LTWA website (with approval of the President);
- h) solicits and selects articles for links/publication on the website;
- i) 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 LTWA;
- n) publicises LTWA its events and the services it offers via social media including LTWA website, Facebook page and Twitter account;
- o) 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;

- p) may speak for LTWA;
- q) Any promotional activities must:
 - i. be approved by the Executive;
 - ii. be in accord with the Constitution and Working Rules of LTWA;
 - iii. as far as possible complement and not compete with activities of the AFMLTA or SLAs.

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 LTWA 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 LTWA group);
- f) contributes materials for LTWA website regarding advocacy;
- g) liaises with the Professional Learning Officer to develop and deliver relevant Professional Learning opportunities for Languages Teachers.

- 7.8 Upon relinquishing positions all officers must return to LTWA any LTWA 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 LTWA any materials that need to be passed over to the next incumbent and whenever possible a hand over must take place within three months of the election.
- 7.10 Upon relinquishing positions all officers must delete all LTWA related data from their personal electronic devices and archive these documents in LTWA drive if deemed of historical value.

8. CODE OF CONDUCT

8.1 Communication

- 8.1.1 When a General Committee Member sends an email to all members, it should be checked and approved by the President prior to sending.
- 8.1.2 The standard signature of all Committee members will include:

Kind regards

Colleen Barclay

President LTWA

president@mltawa.asn.au

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



*We respect Aboriginal and Torres Strait Islander Elders past and present.
We acknowledge the stories, traditions, and living cultures of Aboriginal
and Torres Strait Islander peoples on these lands. We honour their continued
connection and contribution to languages and community, and we commit
to building a brighter future together.*

- 8.1.5 Committee members should always try to communicate using their assigned @mltawa.asn.au committee email account and check their account bi-weekly as a minimum.
- 8.1.6 It is expected that Committee members will, whenever possible, ensure that they complete the tasks they have committed to in a timely manner to assist with the ongoing work of the association.
- 8.1.7 It is expected that Committee members will, whenever possible, take on one of the roles indicated above and assist in LTWA events such as, Conferences, Award Ceremonies, Sundowners, etc.

8.2 Financial

- 8.2.1 Reimbursements of expenses should be submitted within one month of the expenditure date.
- 8.2.2 Reimbursement requests must be made using the [form](#) in the Treasurer folder on Google Drive.
- 8.2.3 Committee members should ideally organise direct payment from LTWA to the vendor.
- 8.2.4 The Committee may spend approximately \$100 on refreshments for each face-to-face Committee meeting.
- 8.2.5 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.
- 8.2.6 Committee members should attempt to keep operational costs to a minimum at all times.
- 8.2.7 For the purpose of handing over offices, incoming and outgoing committee members can have a meal together after the AGM to the value of \$50/pp.
- 8.2.8 Assets Register to be updated annually.

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 LTWA membership year.
 - 9.1.2 LTWA shall forward the first round of capitation fees and membership lists to SLAs no later than three months 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 LTWA mailing list is to be treated as confidential and must not be released to outside interests.
- 9.3 LTWA will encourage the formation of new Single Language Associations and support them in this process.
- 9.4 New Single Language Associations may become affiliated with LTWA.
- 9.5 LTWA provides the option to collect membership fees and registrations for all affiliated SLAs.
- 9.6 LTWA will do its best to advise and support its SLAs in every way possible in the unlikely event of their dissolution.

10. LTWA 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 Executive Committee.
- 10.2 Nominations for the Hilde Dixon Award will be called for in Semester 2 of each year publicly through the LTWA 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. 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 LTWA; district or regional networks, involvement in other organisations with a language interest).
- 10.4 Nominees must be a financial member of LTWA at the time of the nomination.
- 10.5 The selection of the recipient of the LTWA Hilde Dixon Award is made by the Hilde Dixon sub-committee. The sub-committee comprises at least three members of the current LTWA Committee.
- 10.6 In the event of only one nomination, they will be deemed the winner provided they meet the criteria.
- 10.7 Full details of the selection process are available on the LTWA Hilde Dixon Award page on the LTWA website.

11. LTWA 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 The deadline for the submissions of nominations for LTWA Principal's Award will be two months before the Award is to be presented.

- 11.3 Nominations must be made by two people, one of whom must be a current financial member of LTWA. Their current membership will allow access to the members section of LTWA 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 LTWA Principal's Award is made by the Principal's Award Selection Panel. This panel includes at least two representatives of LTWA Committee and a community member who has a connection to Languages Education.
- 11.6 In the event of only one nomination, they will be deemed the winner provided they meet the criteria.
- 11.7 Full details of the selection process are available on the LTWA Principal's Award page of the LTWA website.

12. NATHAN HARVEY LANGUAGES EDUCATION SCHOLARSHIP

- 12.1 The Scholarship, presented annually, consists of a certificate accompanied by a monetary award to the successful candidate upon completion of the language unit/s in Semester 1.
- 12.2 The deadline for the submissions of nominations for the Scholarship will be at the end of Term 3.
- 12.3 Nominations must be endorsed by a current financial member of LTWA.
- 12.4 The selection of the recipient of the Scholarship is made by the Scholarship Selection Panel. This panel includes at least two representatives of the LTWA Committee and a community member who has a connection to Languages Education.
- 12.5 Full details of the nomination process are available on the LTWA Scholarship page of the LTWA website.

13. FINANCIAL SUPPORT FOR LTWA REPRESENTATIVES ATTENDING CONFERENCES

- 13.1 Subject to the approval of the committee, LTWA may subsidise representation by LTWA President (or a representative if the President is unable to attend), at national or international conferences and other relevant events, e.g., at a FIPLV World Congress and/or meeting of the World Council and/or World Assembly.

14. LOGO

- 14.1 LTWA logos are to be used on LTWA letterhead and in any other appropriate place in order to project LTWA's identity.

15. WEBSITE

- 15.1 LTWA will establish and maintain an official website. The LTWA Website and Publications Officer (Webmaster) will liaise when necessary with the AFMLTA Inc.'s Web Officer.
- 15.2 As its primary objective, the site will provide efficient access to as much information as possible on LTWA, including:
- a) download capability for key documents, e.g., Constitution, Working Rules;
 - b) contact details (including e-mail hot links) of the elected officers;

- c) other pertinent information on the activities of LTWA, e.g., National Languages Week, professional learning events, social events, competitions, national conferences, etc.;
 - d) hyperlinks to any other sites relevant to Languages teaching;
 - e) hyperlinks to Languages teaching and research institutions (all sectors);
 - f) an e-mail for queries;
 - g) hyperlinks to SLA's sites;
 - h) other applications at the discretion of the Webmaster, subject to appropriate approval.
- 15.3 The site will carry the official logo and title of LTWA. Other design features will be left to the discretion of the Webmaster after consultation with the Committee and approval of the President.
- 15.4 See 7.7.2 for Webmaster's role.