



# The Modern Language Teachers' Association of Queensland Inc.

Affiliated with the Australian and International Federations of Modern Language Teachers' Associations (AFMLTA & FIPLV)

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South Brisbane BC

QLD 4101

ABN 11 338 967 805

## MLTAQ Inc WORKING RULES

6<sup>th</sup> June 2005

January 2011

1. **BRANCH RULES AND RESPONSIBILITIES**
2. **NETWORK RULES AND RESPONSIBILITIES**
3. **GUIDELINES FOR SPECIAL FUNDING**
4. **LIFE MEMBERS**
5. **EXECUTIVE POSITION DESCRIPTIONS (roles and responsibilities)**

### 1. BRANCH RULES AND RESPONSIBILITIES

Branches formed in accordance with Constitution Rule 3(23) shall be governed by the following rules:

1. The Executive Committee shall have the power to authorise the formation and dissolution of Branches of the Association. Branches may be formed on the basis of geographical location or on the basis of a specific language.
2. Only individual members of the Association shall be members of Branches of the Association.
3. Branch rules as incorporated in the Branch charter shall be framed by the Branch within the guidelines from time to time by the Executive Committee of the Association and must be ratified by the Executive Committee. For a draft of the Branch charter see Addendum #1.
4. Branches may present motions for consideration by the Executive Committee.
5. A Branch shall be entitled to one representative on the Executive Committee of the Association. A Branch will appoint its own representative.
6. The election of office-bearers of a Branch must be ratified by the Executive Committee of the Association.
7. For a geographical Branch, the area of the Branch shall be as determined by postcode areas in consultation with the Branch.  
For language branches the membership is dependent on the language(s) the members nominate on their membership application.  
All branch members pay individual membership rate.
8. The Executive Committee will transfer into the account of the Branch a membership capitation, following receipt of a report as stated in Rule 11. This capitation will be an amount which from time to time will be so determined by the Executive. The total sum due to a Branch will be determined in accordance with the membership numbers of that Branch as at October 31 of the previous year.

9No expenditure shall be undertaken by a Branch beyond the funds in hand without the prior approval of the Executive Committee of the Association.

10. A complete Annual Report and audited financial records, as described in these Working Rules, must be submitted by each Branch to the Executive Committee of the Association **no later than two weeks prior to the Annual General Meeting of the Association**. A branch may ask the main auditor to do their audit if they prefer. If this is the preference all financial documents must be in the hands of the MLTAQ treasurer by mid-January or as determined by the treasurer.

The Annual report for a branch should include the following

- the date of the AGM for the branch
  - names of the incoming elected executive
  - bank account details and audited financial reports
  - branch activities for the given year
  - signature and date of the branch president
11. Branches may apply to Executive Committee of the Association for funding of specific projects. Submissions for such discrete project funding will be considered by the Executive Committee of the Association and, if deemed appropriate, funds made available. Such funds, if granted, may not be the full amount requested in the submission.
12. Where a Branch is successful in obtaining funding for a project, a full accountability report, detailing expenditure and including all receipts, must be submitted to the Executive Committee of the Association within three weeks of the conclusion of the project. Please see the Guidelines for Special funding for further information.
13. Funding allocated to Branches must be utilised within the current financial year in which it is granted.
14. Branch submissions for funding will only be considered from Branches adhering to the relevant Working Rules concerning Branches.
15. Modern Language Teachers' Association of Queensland Inc. insurance currently held shall provide cover for all official Branch activities where Branches adhere to the relevant Working Rules concerning Branches. Branches shall be responsible for notifying Insurer of any Branch activity in order to attract insurance coverage for a specific event. Branches shall be responsible for payment of any additional Public Liability Insurance cover which may be required at venues at which their functions are held.

## 2. NETWORK ROLES AND RESPONSIBILITIES

Members elected to the Executive Committee of the MLTAQ Incorporated in accordance with Constitution Rule 11(1) may take on Network Convenor role. These roles shall be governed by:

1. Network convenors may be responsible for activities related to a specific language.
2. Network Convenors may present motions for consideration by the Executive Committee.
3. No expenditure shall be undertaken by a Network Convenor without the prior approval of the Executive Committee.
4. Network Convenors may apply to Executive Committee for funding of specific projects. Submissions for such discrete project funding will be considered by the Executive Committee and if deemed appropriate, funds to be made available. Such funds, if granted, need not be the full amount requested in the submission.
5. Where a Network Convenor is successful in obtaining funding for a project, a full accountability report, detailing expenditure and including all receipts, must be submitted to the Executive Committee of the Association within three weeks of the conclusion of the project.

6. Funding allocated to Network Convenors, must be utilised within the current financial year in which it is granted unless otherwise specified.
7. MLTAQ Inc. insurance currently held shall provide cover for all branch, network and association activities. Convenors shall be responsible for notifying the Insurer of any activity in order to attract insurance coverage for a specific event.
8. All network events must be advertised on the MLTAQ website and in the LinQ as appropriate as early as possible in the calendar year and at least two months before the event.

### 3. Guidelines for Special Project Funding

#### Preamble

From time to time the MLTAQ may choose to use some accumulated funds to support members financially in a range of language activities. The amount available for this purpose will be determined by the MLTAQ executive at the beginning of each financial year.

All applications should be endorsed by a member of the relevant branch executive or network convenor, or the MLTAQ executive committee.

#### KEY PRINCIPLES

1. General criteria to cover approval of any such expenditure of MLTAQ Inc. funds and a proforma for applications for such funding are provided below and must be followed.
2. Any support provided must be used to benefit individual financial members, students of members or the association as a whole.
3. Any recipients of funding must be accountable and provide feedback to the membership as required by the Executive .
4. If a student activity is involved, it must be organised by a branch/network of the Association as an MLTAQ event and open to students of members across the State or Branch area (ie. these activities must be advertised statewide through the MLTAQ LinQ and website).
5. Activities organised by a Branch or network must be intended to enhance language learning by students.
6. To promote equity, distribution of languages, locations, experience, contribution to the profession will be considered. In the approval process.

Members who are supported by the MLTAQ Inc. with special project funding are expected to provide feedback in one or more of the following examples, agreed to by the funding recipient, prior to confirmation of such support:

- A written report for the MLTAQ publications;
- A presentation of a workshop/report to members;
- A presentation at an Annual General Meeting;
- A presentation at a language specific meeting, in-service activity or similar;
- A presentation at a Branch or network meeting.

Teleconferencing is not considered an appropriate mode for such presentations.

Applications must be submitted to the MLTAQ secretary by the end of April for consideration by the executive. Applications after this date may be considered but only if funding is available.

#### Criteria for Approval of Such Expenditure by the Executive

The following are some examples of how funding could be used. These examples are not finite or prescriptive.

##### A. Financial support for teachers.

1. *To support membership* - Surplus MLTAQ Inc. funds routinely supplement Membership Fees in order to meet the cost of publications and AFMLTA Inc. capitation. This process benefits all members by avoiding regular rises in Membership Fees.
2. *To reimburse some or all of the costs of additional members attending national, but not state, conferences on behalf of the MLTAQ Inc.*
3. *To partly cover costs of presenter(s) at language specific or methodology in-service sessions,.*

It is essential that:

- some of the cost is covered by participants ;

- organisers expect a reasonable attendance by teachers, before such an in-service takes place.

MLTAQ Inc actively encourages practising teacher members present at seminars and conferences, so that presenters speak from first-hand experience in classroom situations.

4. *To facilitate statewide visits/presentations.* If statewide visits/presentations are not possible, ICT presentations could be used for the same purpose
5. *To develop resources.* Members may be employed to develop resource packages/units/modules and accompanying curriculum guides. Considerable organisation would be needed and issues such as quality control and marketing could be problematic. In addition, there would be a real danger of duplicating work under way at other organisations.
6. *To promote the MLTAQ Inc.* Members may develop innovative strategies to promote the Association, its activities and the value of membership.

## **B. Support for student activities**

1. *Support for student camps.*

These camps are to be run by networks or branches. Some of these activities are also seen as professional in-service activities for teachers acting as group leaders and hence some support may be considered.

It is considered appropriate to reimburse food and accommodation expenses to teachers who are giving up their free time over the weekend, particularly where that Branch/network has run other student activities which bring profit to the Association (eg. Oktoberfest profits may be used to support teachers at the German Camp).

2. *Support for activities run by Branches.*

These activities include language competitions, language concerts etc. Such support may be considered, provided that the organising teachers and teachers from schools involved are members of that MLTAQ Branch and:-

- the activity is wholly an MLTAQ Inc. activity and not a regional activity;
- reasonable efforts have been made locally to obtain prizes for excellence of student effort, participation, Lucky Door Prizes etc.;
- reasonable charge has been levied, eg. gold coin at entrance, sale of tickets etc. and financial support from all the schools involved has been sought;
- a proposed budget for the activity has accompanied any such request on the MLTAQ proforma 'Submission for Special Project Funding'.

It should be noted that some language camps/activities previously organised by MLTAQ Inc. are no longer held because of lack of teacher involvement. Some are now run by other language groups and at increased cost to students, (eg. The French Camp has been organised by the Alliance Francaise de Brisbane over recent years).

## **C. Financial support for the benefit of the Association as a whole.**

Office bearers and members of the MLTAQ Inc. who are carrying out tasks on behalf of the Association should have additional support provided to assist with any time-consuming, repetitive work.

Examples of such tasks include:

- Conference Organisers requiring secretarial and other conference tasks;
- Competition Organisers requiring administrative assistance;
- Treasurers requiring assistance in the processing of large number of cheques, (for instance for Language Competition prizes or preparing for an Audit).

These guidelines for special funding were last officially modified at the MLTAQ Executive meeting in January 2011.

#### 4. LIFE MEMBERS

- The executive may call for life members of the association at they think fit. Life Membership of the Association may be conferred upon members who have made an outstanding contribution to the development of the Association.
- Usually applications are called for to be submitted by mid-year so they can be considered by the executive.
- A nomination for life-member may be submitted by a financial member or members of the association or the executive of a branch.
- A nomination should consist of an written outline of the person's contribution to the association and the teaching of languages other than English (about a page of writing). The nomination shall be made in writing signed by the proposer and the two seconders.
- The executive shall consider all applications in time for any awards to be made at the Annual General Meeting of the association or any special general meeting as appropriate.

Life members to date are as follows:

<b>Life member</b>	<b>Date awarded</b>
Miss Ruth George (deceased 1975?)	19 <sup>th</sup> August 1970
Sister Mary Borgia RSM (28 May 1907 - 5 September 1998)	4 <sup>th</sup> March 1972
Professor James Charles Mahoney (deceased)	3 <sup>rd</sup> October 1972
Miss Kathleen Campbell – Brown (deceased 1996)	3 <sup>rd</sup> October 1972
Professor Keith Leopold (30 July 1920 - 13 <sup>th</sup> July 1999)	12 <sup>th</sup> August 1979
Mr Robert Mc Donell (deceased 1988)	12 <sup>th</sup> August 1979
Professor David Ingram	25 June 1983
Miss Zillah Bunn (deceased 2005)	23 <sup>rd</sup> July 1988
Ms Barbara Clarke	17 August 1999
Mr Bruce Downie	19 July 1999
Mr Roger White	19 July 1999
Ms Anna van Hoof	17 <sup>th</sup> August 1999
Mrs Roslyn Fischer	February 2003
Mrs Gisela Bergmann	February 2003
Mrs Carmel Gomm-Wright	February 2003
Dr Leigh Kirwan	24 February 2007

## 5. POSITION DESCRIPTIONS (Roles and Responsibilities)

### PRESIDENT

The President shall

- preside as Chairperson at every meeting of the Executive,
- conduct the meeting in a proper orderly and timely manner
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### VICE-PRESIDENT

- if the President is not present at the meeting or if there is no president, the Vice-President shall be Chairperson at a meeting of the Executive
- to deputise for the president as required

### SECRETARY

#### 1. Ensure meetings are effectively organised and minuted

- Liaise with the president to plan meetings
- Send reminders about meetings (at least 1 week in advance)
- Receive agenda items and reports from branch & network representatives
- Receive apologies before the meeting via email and determine whether the meeting will achieve a quorum. If it appears a quorum will not be reached consult with the president whether the meeting will occur.
- Circulate agendas and reports for pre-reading
- Circulate approved minutes
- Take minutes
- Check that agreed actions are carried out
- Circulate motions/information by email and collect responses when decisions need to be made between meetings
- Forward correspondence as necessary to the relevant persons

#### 2. Maintain effective records and administration

- Maintain executive committee current contact details (addresses, phone numbers).
- File minutes and reports
- Keep a record of the association's activities
- Keep a diary of future activities

#### 3. Maintain legal requirements

- Be custodian of the association's governing documents
- Advertise the proposed constitutional changes to the membership 4 weeks prior to the AGM or other general meeting
- Comply with legal requirements e.g. lodge annual return with Office of Fair Trading immediately after the AGM
- Ensure that elections occur as per constitution
  - Advertise AGM & arrange venue at least in November the previous year
  - The AGM must happen before the end of March.
  - Prepare nomination forms & receive nominations
  - Prepare & distribute minutes of previous AGM
  - Maintain attendance list of AGM
  - Conduct election
- Ensure that the association's activities align with the strategic plan objectives
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#### 4. Communication and correspondence

- File / distribute / cull correspondence received
- Respond to correspondence & file replies
- Report present & future association activities to members, press and the public
- Liaise with webmaster to ensure all correct relevant documents are on the website

The admin assistant, when we employ one, can carry out some of these duties.

### **TREASURER**

- Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the Particulars usually shown in books of a like nature
- All moneys shall be banked as soon as practicable after receipt thereof
- All amounts shall be paid by cheque signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Executive
- As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of
  - (a) the income and expenditure for the financial year just ended; and
  - (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year
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### **MLTAQ MEMBERSHIP REGISTRAR**

- Maintain the membership database
- Provide address stickers from the membership data each month for the Journal to be sent to the printer – sorted by postcode
- Provide address list from the membership data each quarter to Megan McLaughlin for the AFMLTA magazine BABEL – sorted by postcode (Megan will provide the template showing required information)
- Provide a list of members (including name, category of membership, amount paid) to the Auditor in January of following year
- Send back copies of LinQ and Journal to new members if possible.
- Provide reports on the numbers of members at executive committee meetings and other meetings as required by the association

### **WEB MANAGER**

- to maintain and up-date the website to maintain currency of the information on it
- to advise the executive on any matters pertaining to the website that require expense
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### **LIAISON OFFICER**

- to maintain a liaison between the AFMLTA and the MLTAQ
- to attend meetings of the AFMLTA as required (some of which may be via video link or tele-conference). When AFMLTA meetings are held face-to-face the MLTAQ will pay travel expenses.
- This position may be but does not necessarily have to be held by the president.

### **IN-SERVICE OFFICER**

- to organise inservice activities for members of the association
- pricing of these activities should be such that they encourage non-members to become members
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### **PUBLICITY OFFICER/LinQ EDITOR**

- the LinQ newsletter publicises the activities of the network and the branches through the medium of an electronic newsletter. This newsletter is distributed to members via email. A copy of each issue is archived on the website.
- An electronic edition of the LinQ is published 4 to 6 times per year as needed.
- The LinQ may contain such items as notification of events for the various networks and branches, advertisements from publishers etc (especially Corporate members of the MLTAQ),



**JOURNAL EDITOR**

- The editor aims to publish an edition of the MLTAQ Journal at least three times per year and four times if possible. Suggestions for timing of the issues are March/April, July August, October/ November.
- The Journal may contain such items as advertisements from publishers etc (especially Corporate members of the MLTAQ), book reviews, articles about teaching and learning of languages other than English written by members or others etc.
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**EXECUTIVE MEMBER**

- Attends meetings of the executive on a regular basis
- Any executive member may at any time be asked to assist the executive with a particular task as the need arises. If the member is asked to convene a particular committee this committee will be asked to follow the rules as they apply to network convenors.

## Addendum #1

# MLTAQ Inc BRANCH CHARTER

Branches of the Modern Language Teachers' Association of Queensland Inc. are governed by the rules of the Modern Language Teachers' Association of Queensland Inc. as outlined in the Constitution (as amended 1994, 2002, 2003, 2005, 2011); in particular the relevant Working Rules concerning Branches.

1. The name of the Branch shall be the \_\_\_\_\_ Branch of the Modern Language Teachers' Association of Queensland Incorporated.
2. The geographical area governed by the \_\_\_\_\_ Branch shall be \_\_\_\_\_  
\_\_\_\_\_
- OR The language focus of the \_\_\_\_\_ Branch shall be \_\_\_\_\_.  
**(Delete as appropriate).**
3. The general business of the \_\_\_\_\_ Branch shall be conducted by an executive committee consisting of a minimum of three persons, a President, Secretary and/or Treasurer and/or committee member.
4. At General Meetings of the \_\_\_\_\_ Branch called for the purpose of voting upon business matters \_\_\_\_\_ financial members shall form a quorum; and at meetings of the Executive Committee \_\_\_\_\_ members shall form a quorum.
5. The Annual General Meeting of the \_\_\_\_\_ Branch shall be held not earlier than \_\_\_\_  
\_\_\_\_\_ nor later than \_\_\_\_\_
6. All positions on the Executive Committee shall fall vacant at the Annual General Meeting. Nominations of candidates to any position on the Executive Committee may be received up to and including the date of the Annual General Meeting, when any necessary elections shall be held under the supervision of a Returning Officer appointed at the meeting. Only ordinary members of the Association are eligible for office or to nominate candidates.
7. It shall be the responsibility of the Executive Committee to complete the Annual Report Form to be returned to the MLTAQ Inc. by the required date.
8. A bank account shall be opened in the name of the \_\_\_\_\_  
Branch and any two, of President, Secretary, and Treasurer shall be empowered to sign cheques.
9. All the funds of the \_\_\_\_\_ Branch shall be devoted solely to the fulfillment of the aims set out in the Constitution of the MLTAQ Inc. and the Statement of Policy of MLTAQ Inc. No member shall receive any financial benefits there-from.
10. In the event of dissolution of the \_\_\_\_\_ Branch all funds currently held in the Branch Account shall remain the property of the Association and will be transferred to the central MLTAQ Inc. account.
11. In the event of dissolution all records of the Branch must be returned to the MLTAQ Inc. Secretary.
12. Dissolution of the Branch must be approved by the Executive Committee of the Association in accordance with the relevant Working Rules concerning Branches. [A Branch may initiate its own dissolution (subject to the subsequent ratification by the Executive Committee) at a Special General Meeting called for the purpose of considering a motion of dissolution].