

CHINESE LANGUAGE TEACHERS ASSOCIATION OF  
SOUTH AUSTRALIA (INC)

## CONSTITUTION

### 1. NAME

The name of the Association shall be CHINESE LANGUAGE TEACHERS ASSOCIATION OF SOUTH AUSTRALIA INC., hereafter referred to as CLTASA or "the Association".

The Chinese version of the name shall be

南澳中文教师学会

### 2. OBJECTS

The objects of the Association shall be:

- A To promote the teaching and study of the Chinese language in South Australia;
- B To undertake professional development designed to extend the knowledge of members on all aspects of the Chinese language and teaching methodology;
- C To organise appropriate activities for students of the Chinese language;
- D To edit and publish or arrange for the editing and publication of materials to assist members and students of Chinese;
- E To raise funds by subscription, donation and grants from government and private sources to aid the activities of the CLTASA;
- F To assist members to extend employment opportunities;
- G To promote awareness and understanding of the Chinese culture;
- H To promote intercultural understanding;

- I To act as a voice for members across all school sectors pertaining to Chinese language matters.

### **3. POWERS**

The CLTASA shall have power to do all such things as are necessary, incidental or conducive to the attainment of the Objects.

### **4. MEMBERSHIP**

#### **(a) FULL MEMBERS**

All persons registered and qualified to teach Chinese language in the government, catholic and independent school systems are eligible for full membership of the CLTASA, and shall, upon completion of the application for membership and payment of the membership fee as prescribed from time to time, be considered and have all rights as full members, including the right to vote and to hold office in the Association.

#### **(b) STUDENT MEMBERS**

Persons undergoing a course of training as teachers of Chinese shall be eligible for Student Membership of the CLTASA on the same terms as full members except that the fee applicable to student members shall be fixed at no greater than one half of the fee payable by full members as determined from time to time and student members shall have no right to vote or to hold office.

#### **(c) ASSOCIATE MEMBERS**

Persons other than those specified in clauses (A) and (B) above whose participation in the work of the Association is considered by the Committee to have advantages for the Association may be offered Associate Member status on such terms and conditions as the Committee may determine, but such persons shall have no right to vote or to hold office.

#### **(d) MEMBERSHIP REGISTER**

The Secretary shall establish and maintain a register containing the names, addresses and other relevant details of all members.

**(e) SUBSCRIPTIONS**

The annual membership fee for full members shall be determined by the Annual General Meeting and shall apply until changed by any subsequent Annual General Meeting. Notice of intention to propose any change in the annual membership fee and details of the proposed change shall be placed on the agenda of the meeting at which it is proposed to determine the matter.

**5. COMMITTEE****(a) POWER**

The business of the CLTASA shall be conducted by a committee elected by and from the members and responsible to them.

The committee shall have the power to manage, administer, supervise, and direct the work of the CLTASA in accordance with this Constitution and the wishes of members as determined by decisions of annual and special general meetings.

**(b) COMMITTEE MEMBERSHIP**

The Committee shall consist of:

- (i) The President;
- (ii) The Vice -president;
- (iii) The Secretary;
- (iv) The Treasurer;

all of whom shall be elected for terms of one (1) year in length and who may not serve more than three (3) terms consecutively.

(v) Five ordinary members elected by the Annual General Meeting and up to three members, if needed, co-opted by the Committee, for a term of one year with an indefinite right of re-election.

(vi) The Immediate Past President is entitled to a non-voting position on the Committee for a period not exceeding one year, in the year following their last year of office.

**(c) VACANCIES**

Vacancies on the Committee shall be filled by co-option of a person from the general membership. Notice of the vacancy shall be notified to the members who will be invited to nominate for the vacancy. If more than one nomination is received, the Committee shall conduct a ballot among those members present at the meeting where the matter is to be decided.

Where the offices of President, Vice president, Secretary or Treasurer fall vacant, they shall be filled as far as possible from within the Committee.

**(d) SUB-COMMITTEES**

The committee may appoint sub-committees for any purpose. The President and Secretary shall be ex-officio members of all subcommittees, but may each appoint another Committee member to represent them should they consider this to be desirable.

**6. OFFICERS**

The Officers of the Association shall have the following duties:

**(a) PRESIDENT**

- (i) Has the ultimate authority for carrying out all decisions of the Committee and for ensuring compliance with the Constitution;
- (ii) Signs or delegates the signature of all instruments, documents and correspondence on behalf of the CLTASA;
- (iii) Presides over the Committee, annual and special general meetings and other official meetings of the CLTASA;
- (iv) Represents or delegates representation of the CLTASA before other bodies;
- (v) Acts as chief spokesperson for the CLTASA; and
- (vi) Carries out other duties as determined by the Committee.

**(b) VICE- PRESIDENT**

- (i) Assists the President in the above duties;
- (ii) Substitutes for the President as required; and
- (iii) Carries out other duties as determined by the Committee.

(c) **SECRETARY**

- (i) Manages correspondence and maintains general correspondence files;
- (ii) Arranges meetings of the Committee, general and other meetings and together with the President arranges the agenda for meetings;
- (iii) Keeps and publishes minutes of meetings;
- (iv) Carries out other duties as determined by the Committee.

(d) **TREASURER**

- (i) Establishes and maintains the register of members;
- (ii) Establishes and maintains the financial records of the CLTASA;
- (iii) Presents itemised income and expenditure statements to the Committee;
- (iv) Establishes and maintains such accounts as are determined by the Committee;
- (v) Carries out other duties as determined by the Committee.

**7. RESIGNATIONS OR REMOVAL FROM OFFICE**

(a) **COMMITTEE MEMBERS**

- (i) A Committee member may resign by giving two weeks notice in writing;
- (ii) A Committee member who fails to attend three consecutive meetings of the Committee without apology or reasonable excuse shall be deemed to have resigned.
- (iii) A Committee member may otherwise be removed from office by a two-thirds majority vote at a special general meeting.

(b) **ORDINARY MEMBERS**

- (i) Associate members may resign at any time by giving notice in writing to the Committee.
- (ii) Associate members who resign shall be deemed liable for any outstanding fees or other accounts owing to the CLTASA.

## **8. MEETINGS**

### **(a) ANNUAL GENERAL MEETING**

The Annual General meeting shall be held each year during the month of August, and the time, date and place of the meeting shall be determined by the Committee and published no less than two (2) weeks in advance. Members shall be invited to submit items for the agenda, and the agenda shall be published no less than seven (7) days in advance. Only financial members shall vote and arrangements shall be made for members to pay subscriptions at the entrance to the meeting where membership status shall be checked.

The business of the Annual General meeting shall be:

- (i) Consideration of the Minutes of the previous Annual General Meeting and business arising;
- (ii) Reports by the President, the Secretary and Treasurer and adoption, modification or reflection of such reports and recommendation arising from them;
- (iii) Amendments to the Constitution;
- (iv) Other business submitted by the Committee or by members of which notice has been given in writing and which has been placed on the agenda;
- (v) Any other business arising at the meeting, but any resolution arising from such business shall be considered, if passed, as a recommendation to the Committee only.
- (vi) Decisions shall be made by simple majority vote, except for amendments to the Constitution, which shall require a two-thirds majority in favour.

### **(b) ORDINARY GENERAL MEETINGS**

The committee shall ensure that ordinary general meetings are held at least once per term, to provide a forum for the discussion of Association business and issues of relevance to Chinese language teachers. The quorum and voting procedures shall be as for the general meeting.

### **(c) SPECIAL GENERAL MEETINGS**

Special general meetings may be held from time to time as determined by the Committee, and shall be held within two weeks of the receipt by the Secretary of a petition signed by ten (10) financial members calling

for such a meeting and stating the purpose of such a meeting and any motions which it is proposed to place before the meeting. Written notification of the date, place, time and business of a special general meeting shall be in the hands of the members not less than five (5) days before the meeting. The quorum and voting procedures shall be as for the annual general meeting and no other business shall be transacted.

**(d) COMMITTEE MEETINGS**

Committee meetings shall be held once a term or as required. The date, place and time of the regular meeting shall be made known to members of the Association, and shall, unless the Committee decides by a two-thirds majority vote to discuss a matter in closed session, be open to the members.

The quorum for the Committee shall be five members. If a quorum is not then present, those members in attendance shall transact the business of the Committee, provided that all Committee members have been notified of the adjourned meeting.

**(e) TIED VOTES**

If at any meeting of the CLTASA there shall be an equality of votes for and against any resolution, the matter shall be determined in the negative, and no chairperson shall exercise a casting vote.

**9. ELECTIONS AND VOTING**

- a) Nominations for any office or committee position shall be in writing.
- b) A financial member may nominate another financial member for any office. A nomination shall be signed by both, the nominator and the nominee. Anyone who nominates for an office bearer position and is not elected, is nominated for election as a general member of the committee.
- c) Whenever an election is required, two returning officers who are not candidates in the election shall be appointed to conduct the election.

- d) All elections will be by secret ballot, and where an election is required, the method of voting and of counting the ballot shall first be determined by the meeting at which the election takes place.
- e) Except as otherwise provided in this Constitution, all decisions shall be taken by simple majority vote.

## **10. FINANCIAL PROCEDURES**

### **(a) ACCOUNTS**

- (i) Income and expenditure shall be fully tabulated according to accepted bookkeeping standards;
- (ii) The Association's fiscal year shall be from 1<sup>st</sup> July in any year to 31<sup>st</sup> June in the following year.
- (iii) All cheques and withdrawal vouchers shall be signed by both the Treasurer and the President.
- (iv) All payments shall be authorised by the Committee either under general terms of written instructions to the Treasurer specifying the types of routine payments which shall be made, or by a specific resolution of the Committee.

### **(b) LIMITATIONS**

The Association shall undertake no major financial obligations for which it does not provide or has not obtained adequate financial cover beforehand.

### **(c) USE OF INCOME AND PROPERTY**

The income and property of CLTASA shall be applied solely towards the promotion of the objects. No portion of the income of the CLTASA shall be paid or transferred or distributed directly or indirectly to the members of the Association, provided that nothing shall prevent the payment in good faith of remuneration to any officer or employee of the Association or to any other person other than a member in return for services rendered to the Association. Such payment shall require explicit authorization by a resolution of the Committee.

### **(d) PUBLIC LIABILITY**

Adequate public liability insurance cover shall be taken out against circumstances where deemed appropriate by the committee.



## **11. CONTROL AND APPEALS**

### **(a) DISCIPLINARY MEASURES**

Disciplinary measures may only be taken by the Committee in the following circumstances;

- (i) If a member's annual membership fee has remained outstanding for more than three months;
- (ii) If a member's action or behavior is deemed by two-thirds majority of the Committee to prejudice the interests of the CLTASA.
- (iii) If a Committee member has abused his/her position for personal gain.

### **(b) PENALTIES**

- (i) In the event of a member becoming non-financial; ie annual membership fees being more than three months in arrears, the name of the member shall be removed from the membership register.
- (ii) In other cases as laid down in clauses 11(a) (ii) and (iii) above, the Committee may take such action as it deems suitable. Any penalty up to including expulsion from the CLTASA shall be decided by a two-thirds majority of the members of the Committee present and voting at the meeting considering the matter, and the member informed of the decision in writing within seven (7) days.

### **(c) APPEALS**

A member against whom action has been under clauses 11 (a) or (b) above shall have the right to appeal to a general meeting of the Association. This may be either the annual general meeting or a special general meeting called to consider the appeal.

A member wishing to appeal against a disciplinary measure of the Committee against him or her must give written notice of intention to appeal within thirty (30) days of the date of the notice of the action being taken by the Committee.

At the general meeting considering the appeal, the President or a Committee member appointed for the purpose by the Committee shall make a statement

setting out the reasons for the disciplinary measure. The person against whom the action has been taken shall make a statement setting out an explanation and reasons why the decision of the committee should be set aside or varied.

The Chairperson shall then invite questions from the members present to either speaker.

A motion to reverse or vary the Committee's decision shall then be put to the meeting without further debate, and if carried by two-thirds majority vote of those present and voting, the member's appeal shall be considered to have succeeded.

## **12. ALTERATION OF THE CONSTITUTION**

Any member may propose to the Committee in writing an amendment to the Constitution. If approved by a two-thirds majority of the Committee, the proposed amendment shall be submitted to a general meeting for ratification after which it shall, if approved by a two-thirds majority, take immediate effect. Amendments to the Constitution submitted for ratification shall not be amended in substance by the general meeting.

## **13. AFFILIATION**

The Association may affiliate with any other educational organisation on such terms and conditions as may be mutually arrived at, and approved by a two-thirds majority of the Committee.

## **14. DISSOLUTION**

The CLTASA may be dissolved or wound up by a resolution passed by a two-thirds majority at a special general meeting called for the purpose. Any funds or other property remaining after the satisfaction of all debts and liabilities shall be given to some other association or institution, determined by the general meeting, as having objects wholly or partly similar to those of the CLTASA.