



## **The Constitution of the Japanese Language Teachers Association of Western Australia (JLTAWA)**

### **1. NAME:**

**The name of the Association shall be the Japanese Language Teachers Association of Western Australia, hereafter referred to as JLTAWA or “the Association”.**

### **2. OBJECTIVES:**

**The Objectives of the Association shall be:**

- a) To promote the study of the Japanese language and culture in Western Australia.**
- b) To support the teaching and research of the Japanese language.**
- c) To encourage the exchange of information through emails, social media, forums, seminars and conferences.**
- d) To facilitate contacts and co-operation between teachers and community groups relating to Japanese studies.**

### **3. MEMBERSHIP:**

- a) Membership is open to individuals who are engaged in the teaching, research or study of Japanese and to others who subscribe to the objectives of the Association.**
- b) Membership of JLTAWA is through the Modern Language Teachers Association of Western Australia, hereafter to be referred to as MLTAWA.**
- c) Membership shall require application to MLTAWA and payment of the annual membership fee, such fee to be determined by the Annual General Meeting (AGM) of MLTAWA.**
- d) Termination of membership shall occur by default of payment of the membership fee, or at any time a member notifies the Secretary of the Association of his or her resignation. Upon resignation, no refund of fees is payable.**
- e) Members shall be entitled to vote at the AGM, to nominate for and hold office if elected, to attend Committee Meetings as observers and to receive notices and communications of the Association.**
- f) Membership fees are due annually, for a twelve month period as subscribed by MLTAWA.**

### **4. AFFILIATIONS:**

- a) **The Association is affiliated with MLTAWA and the Australian Federation of the Modern Language Teachers Association of Australia, hereafter to be referred to as AFMLTA.**
- b) **The Association will work in co-operation with other related Western Australian based associations and institutions, insofar as its objectives overlap with theirs.**
- c) **The Association shall have no political affiliations.**

#### **5. ADMINISTRATION:**

- a) **The Association shall be administered and its activities guided by a Committee, comprising:  
a President, a Vice President, a Secretary,  
a Treasurer, a Primary Representative, a CAC Representative,  
a Digital Media Coordinator, a MLTAWA Representative.  
In addition, there will be not less than three and not more than eleven ordinary members elected by the AGM of the Association. There will also be, by invitation, a Japanese Language Advisor, who shall not have voting rights.**
- b) **The membership of the Committee is to be determined according to the simple majority vote within the AGM of the Association. Nominations may be submitted in advance, in writing or from the floor within the meeting.**
- c) **The responsibility of the President will be to chair committee meetings, to convene them and to co-ordinate the activities of the committee in accordance with the objectives of the Association. In the absence of the President, the meeting shall be chaired by the Vice President.**
- d) **The responsibility of the Secretary shall be to prepare and circulate the minutes of Committee meetings and of the Annual General Meeting of the Association, and to be responsible for its official correspondence.**
- e) **The responsibility of the Treasurer shall be to provide receipts for incoming monies, to keep the Association's accounts and to prepare an annual financial report for the Annual General Meeting.**
- f) **The function of the Committee shall be to carry out practical arrangements of the Association, for which purpose it shall have the power to co-opt members and constitute sub-committees or working parties as necessary in order to achieve the objectives of the Association.**
- g) **The Committee shall meet at least once per term and 50% of the Committee membership plus one shall constitute a quorum. The decisions of the Committee will be by simple majority vote.**

**6. FINANCE:**

- a) The Association is a non-profit body and all of its assets shall be held and controlled by the Committee for and on behalf of the members of the Association and for the advancement of the objectives of the Association. Membership shall not confer upon the member or members any rights to the assets of the Association.**
- b) The annual membership fee shall be determined by the MLTAWA. The fee may remain fixed over a period of years until revised by an annual general meeting of the MLTAWA.**
- c) Delegated officers of the Committee shall keep proper account of the transactions and affairs of the Association, and shall do all things necessary to ensure that all payments out of the monies of the Association are correctly made and properly authorised, and that adequate control is maintained over the assets of, or in the custody of, the Association and over the incurring of liabilities by the Association.**
- d) The Committee shall submit an accounting statement at each Annual General Meeting covering all financial aspects of its activities and assets during the previous year.**
- e) The Association shall maintain an account with a financial institution nominated by the Committee and all funds of the Association shall be deposited in that account.**
- f) The President, Vice President, Secretary and Treasurer shall be the four authorised signatories to operate the JLTAWA account. Any two of the above must authorise payments and/or withdrawal of monies from the JLTAWA account.**
- g) The Committee shall engage the services of an accredited auditor to provide a biennial statement of the Association's affairs.**

**7. MEETINGS:**

- a) ANNUAL GENERAL MEETING**
  - i) An Annual General Meeting shall be held once per calendar year. This meeting should take place during first term each year, unless extenuating circumstances prevail where the committee may vote to reschedule as early as possible in second term. Term Two. This may be in conjunction with a forum, conference or other function of the Association and members shall be invited to submit items of general business.**
  - ii) 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.**
  - iii) The quorum of for the Annual General Meeting shall consist of ten (10) percent of the financial members as of that date.**

- iv) **The Constitution may be amended at the Annual General Meeting or at a special meeting convened for that purpose. Written notice of any such meeting and proposed amendments must be provided to all members at least two weeks prior to the meeting.**
- v) **Decisions shall be made by simple majority vote, except for amendments of the Constitution, which shall require a two-thirds majority in favour.**

**The business of the Annual General Meeting shall be:**

- **Considerations of reports by the President, the Secretary and Treasurer and adoption, modification or rejection of such reports and recommendations arising from them.**
- **Amendments to the Constitution**
- **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.**
- **Election of the Committee**
- **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.**

**b) EXTRAORDINARY MEETINGS**

- i) **Extraordinary meetings may be held from time to time as determined by the Committee, and shall be held within twenty(20) working days of the receipt by the Secretary of a petition signed by a quarter or more of the membership calling for such a meeting and of any motions which it is proposed to place before the meeting.**
- ii) **Written notification of the date, place, time and business of an extraordinary meeting shall be in the hands of the members not less than five (5) days before such meeting.**
- iii) **The voting and quorum procedures shall be as for the Annual General Meeting, and no other business shall be transacted.**

**c) COMMITTEE MEETINGS**

- i) **Committee Meetings shall be held not less than once per school term and at other times as required.**
- ii) **The date, place and time of such meetings shall be made known to members of the Association and shall, unless the Committee decides by a two-thirds majority vote to discuss the matter in closed session, be open to the membership.**
- iii) **The quorum of the Committee shall be at least 50% of the number of the members of the Committee, plus one.**

**iv) If, after thirty minutes from the time set for the commencement of such meeting, no quorum is present, the meeting shall be adjourned to the same place and time one week later. 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.**

**d) OTHER**

**i) Decisions of the Annual General Meeting, of Extraordinary Meetings or of a valid postal vote shall be binding on the Committee.**

**ii) A Committee or Extraordinary Meeting may call for a postal ballot or for a referendum on any issue related to the Association. The results of any such vote shall be binding on the Association if fifty percent (50%) of the membership have voted.**

**iii) The Association shall be dissolved by an Extraordinary Meeting or valid postal ballot of its membership. If dissolved, any remaining assets of the Association, after payment of all outstanding liabilities, shall be forwarded to the MLTAWA.**

**END OF DOCUMENT**