



New South Wales Association  
of French Language Teachers Inc

## **NAFT Constitution**

### **1.1**

The name of the Association shall be the New South Wales Association of French Language Teachers Incorporated. Its acronym will be NAFT. NAFT has been established as a non-profit organisation for the teachers of French in New South Wales and the Australian Capital Territory.

## **AIMS**

### **1.2**

The general aim of the Association is to encourage the teaching and learning of French throughout New South Wales and the Australian Capital Territory, through these or other appropriate means:

- to provide mutual support and professional development for teachers through regular meetings, newsletters, preparation and sharing of resources, as well as professional exchange through workshops, conferences, social activities
- to foster the enthusiasm and initiative of teachers of French
- to encourage the study of French through students' functions, career information, special events
- to promote the values and the needs of the French language in the school systems of New South Wales and the Australian Capital Territory
- to establish a network of regional sub-committees for teachers of French, each with their own organising representative
- to establish contact with francophone cultural bodies and with the local French-speaking community and business world eg l'Alliance Française, Le Courrier Australien, La Chambre de Commerce et d'Industrie Franco-Australienne
- to collaborate and co-operate with other professional associations with similar objectives
- to collaborate and co-operate with the relevant services of governmental institutions
- to establish a network of expertise and experience in the teaching and learning of French

Accordingly, the Association sets out the following rules and conditions of its organisation:

## **MEMBERSHIP**

### **2.1**

Any person engaged in the teaching of French in New South Wales is eligible to apply for ORDINARY membership of the Association, and shall, upon completion of the application for membership and payment of the membership fee as determined from time to time, be considered and have all rights as a full member including the right to vote and to hold any office in the Association.

### **2.2**

Persons other than the above whose participation in the Association is considered of advantage may be granted ASSOCIATE Membership on such terms and conditions as the committee may decide, but such persons shall not have the right to vote nor to hold office.

### 2.3

Any person who has, in the opinion of the committee, given meritorious service in the teaching of French and the activities of the Association, may upon retirement from teaching, be elected to HONORARY LIFE MEMBERSHIP. Such members shall have no voting rights nor shall they be eligible to hold office. Honorary Life Membership may only be conferred by a general meeting of the Association on the recommendation of the committee.

### 2.4

Upon completion of the application for membership and payment of the membership fee, as determined from time to time, be considered and have all rights as a full member including the right to vote and to hold any office in the association.

### 2.5

Membership shall run from the 1st of March to the last day of February the following year.

## **COMMITTEES**

### 3.1

The Executive committee, elected for one year by members at the Annual General Meeting, shall conduct the general business of NAFT.

### 3.2

The Executive committee shall consist of the following office bearers:

- President: chairs all executive committee meetings, carries out all decisions of the committee, approves all documents and outgoing correspondence on behalf of the Association, presides over annual and special general meetings, represents the association before other bodies or delegates such representation.
- Vice-President: assists the President with the above duties and acts as substitute for the convener as required and undertakes other duties as needed by the committee.
- Vice-President 2: assists the President with the above duties and acts as substitute for the convener as required and undertakes other duties as needed by the committee.(amendment AGM 6/11/2010)
- Secretary: liaises with the President, organises and dispatches agenda items, writes and distributes minutes of meetings, manages correspondence.
- Treasurer: ensure funds are used as directed by the Executive, countersigns cheques issued by the Association, presents itemised accounts of income and outcome statements as and when required by the executive committee.
- Membership Officer : updates register of membership, issues membership renewal forms and receipts to members.
- Communications Officer : facilitates communications within the membership by disseminating information, messages and newsletters.

### 3.3

Sub-committees shall be formed to meet the various needs of the membership (eg Trial Papers, HSC Study Day, conferences, workshops, and language camps) as determined by the executive committee.

### 3.4

Regional sub-committees shall be formed and their conveners will provide a regular report to the Executive, outlining their activities and/or requests for specific support.

## **MEETINGS**

### 4.1

The Executive shall meet no less than once per school term.

### 4.2

The quorum for meetings of the Executive committee shall be half the number of members of the committee plus one.

### 4.3

In the absence of a member of the Executive, a proxy may be appointed on the recommendation of the absentee member or other members of the Executive.

### 4.4

The decision making process shall be democratic by applying a majority vote.

## **GENERAL MEETINGS AND ELECTIONS**

### 5.1

An Annual General Meeting shall be convened for the purpose of electing the members of the Executive and other office bearers.

### 5.2

The Annual General Meeting may take place together with a conference. A minimum of fifteen days (15) days notice of the AGM shall be sent to each member, giving the time, date and place of the meeting together with the agenda.

### 5.3

A quorum shall consist of five per cent of financial members of the Association. If no quorum is present after 30 minutes, the meeting shall be adjourned and its time, date and place will be fixed by those present and shall be notified to membership. If no quorum is present at this second meeting, the meeting shall proceed as if the quorum was present.

### 5.4

Executive elections will be held during the Annual General Meeting, with the new committee to take office at the conclusion of the Meeting.

### 5.5

An Extraordinary Meeting shall be held upon the Secretary receiving a written petition signed by at least twenty-five percent (25%) of members. A clear statement of the object and business of the meeting will be required. The Secretary will notify the Executive and will fix a meeting within 28 days of receipt of the petition. Notice shall be sent to all members not less than 10 days before the date of the meeting. The quorum shall be the same as for the AGM

## **FINANCES**

### 6.1

A bank account shall operate in the name of NAFT and the President and Treasurer shall be empowered to sign cheques and other relevant documents.

### 6.2

All monies shall be made payable to NAFT.

### 6.3

Any profits generated from NAFT events and activities will be added to the general funds of the Association.

### 6.4

In accordance with the provisions of the Federal Income Tax Assessment Acts, all funds of the Association shall be devoted solely to the fulfillment of the aims set out in the constitution.

## **AMENDMENTS**

### 7.1

An amendment to the constitution shall be submitted to the Secretary, signed by at least 10 members of the Association.

### 7.2

The amendment will be read out and discussed at an AGM or an Extraordinary General Meeting called for that purpose (cf 5.2, 5.5).

### 7.3

The amendment will be voted on immediately prior to the election of the office bearers of the Executive Committee.

### 7.4

The amendment will be implemented only in the case of a two-thirds majority of votes from the quorum present.

## **DISSOLUTION AND DISPOSAL OF ASSETS**

### 8.1

The Association may be dissolved by a special resolution passed by a two third majority vote of members present at a meeting called for that purpose.

### 8.2

Any leftover monies or property upon the dissolution shall be transferred or passed on to some other non-profit organisation.