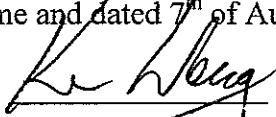
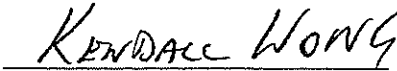


**Annexure Clause**

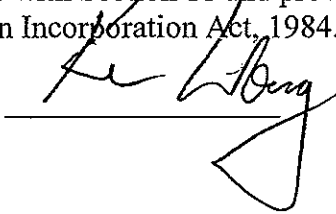
This is the annexure of 5 pages marked "1-5" referred to in the Associations rules signed by me and dated 7<sup>th</sup> of August, 2000.

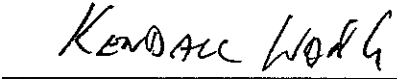
  
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**Compliance Clause**

The rules of "THE CONSTITUTION FOR THE CHINESE LANGUAGE TEACHERS ASSOCIATION OF N.S.W. INCORPORATED" herein are in accordance with Section 11 and provide for those matters specified in Schedule 1 of the Association Incorporation Act, 1984.

  
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## **THE CONSTITUTION FOR THE CHINESE LANGUAGE TEACHERS ASSOCIATION OF N.S.W.**

1. **NAME** The name of the Society will be the “Chinese Language Teachers Association of N.S.W. Incorporated.
  
2. **OFFICE** The office of the Association shall be in Sydney at such place as the Association may from time to time determine.
  
3. **OBJECTIVES** The objectives of the Association shall be:
  - a) To promote and foster the study of the Chinese language and culture in the Day Schools in the state of New South Wales.
  - b) To promote and encourage professional development between teachers of Chinese language and culture.
  - c) To provide a forum for teachers of Chinese to respond to policies and its implementations related to the teaching of Chinese.
  - d) To form a link between teachers of Chinese and China and the local Chinese community.
  
4. **MEMBERSHIP** Membership shall be open to all teachers from the tertiary, secondary and primary levels. The Association may from time to time determine the qualifications for and the conditions of membership. In no case shall the Committee be required to give reason for the rejection of an application.
  - a) Full member: all teachers of Chinese currently teaching at Day Schools including private and government schools.
  - b) Individual member: all other teachers of Chinese (including teachers waiting for appointment) from tertiary level or those teaching Chinese outside school hours, including those from Saturday Schools and Ethnic Schools.
    - Full members can vote in any decision making. Only 2 votes from the individual membership will be allowed.
  - A) Teachers of Chinese wishing to become members of the Association shall apply to the Committee for membership.
  - B) The Committee shall determine whether or not to accept an application for membership. The Committee is not required to supply reason for accepting or rejecting an application for membership.
  - C) Members shall pay such contributions as are determined by the Association at a general meeting.
  - D) A register of members shall be kept by the Association showing all relevant information and the date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.
  - E) Membership contributions shall fall due on the beginning of each school year.

## **5. CONFLICT RESOLUTION PROCEDURE FOR MEMBERS**

The procedure for resolving conflict of members shall be determined by the Committee. Anyone who wishes to appeal against a decision may do so at the next meeting of the Association.

## **6. MANAGEMENT – BY COMMITTEE**

- a) The committee shall implement decisions made at meetings and carry out day to day affairs of the Association.
- b) The office bearers shall be a President, one Vice President, two Secretaries (one General Secretary and one Minutes Secretary) and one Treasurer. Sub – committees to be formed for any special functions.
- c) The office bearers and other members of the Committee shall be elected at each Annual General Meeting. Any casual vacancy occurring in the Committee may be filled by a member appointed by the Committee.
- d) Each member of the Committee shall hold office from the date of their election or appointment until the next Annual General Meeting.
- e) Retiring Committee members are eligible for re – election.
- f) The Committee shall meet as often as necessary to conduct the business of the Association.
- g) The quorum for meetings of the Committee shall be one half the number of the Committee members elected at the previous Annual General Meeting.
- h) Notice of Committee meetings shall be given at the previous Committee meeting or by such other means as the Committee may decide upon.

## **7. GENERAL MEETINGS**

- a) An annual General Meeting of the Association shall be held at the beginning of each school year.
- b) In the case of the Annual General Meeting the following business shall be transacted:
  - i) confirmation of the minutes of the last Annual General Meeting and any recent special general meeting;
  - ii) receipt of the Committee’ s report upon the activities of the Association in the last year;
  - iii) election of office bearers and other members of the Committee;
  - iv) receipt and consideration of a statement from the Committee which is not misleading and gives a true and fair view for the last year of the Association’ s
    - income and expenditure
    - assets and liabilities
- c) The quorum for a general meeting shall be eight members present in person. If within half an hour of the time appointed for a general meeting a quorum is not present, the meeting shall be adjourned.
- d) Voting at general meetings shall be a show of hands unless a secret ballot is demanded.

- e) All votes shall be given personally or by proxy in writing by Full members only.
- f) In the case of an equality of votes the person appointed to chair the general meeting shall have a second or casting vote.
- g) Nominations of candidates for election as office bearers may be made at the Annual General Meeting or in such other ways as may be determined by the Association at a general meeting.
- h) Written notice of all general meetings shall be given to members either personally, by post or by fax.

## **8. OFFICE BEARERS**

- a) Only financial full members can be nominated and elected to any office bearer' s position.
- b) There will be a rotation of the Chairperson for each general meeting as decided upon in the previous meeting. The only exception being the Annual General Meeting which will be chaired by the President or a member of the Executive.
- c) The secretaries shall ensure that records of the business of the Association including the rules, register of members, minutes of all general and Committee meetings and a file of correspondence are kept. These records shall be available for inspection and shall be held in custody of the Secretaries.
- d) The Treasurer shall ensure that accurate records are kept of all monies paid to and expended by the Association. Major or unusual expenditures shall be authorized in advance by the Committee or a general meeting.
- e) The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Association. These records shall be available for inspection.

## **9. SPECIAL RESOLUTION**

- a) A special resolution must be passed by a general meeting of the Association to effect the following changes:
  - a change of the Association' s name;
  - a change of the Association' s rules;
  - a change of the Association' s objectives;
  - an amalgamation with another Incorporated Association;
  - to voluntarily wind up the Association and distribute its property;
  - to apply for registration as a Company or Co – operative.
- b) A special resolution shall be passed in the following manner:
  - a notice must be sent to all members advising that a general meeting is to be held to consider a special resolution;
  - the notice must give details of the proposed special resolution and give at least seven day' s notice of the meeting;
  - a quorum must be present at the meeting;
  - at least three – quarters of those present must vote in favour of the resolution.

## **10. MISCELLANEOUS**

- a) The funds of the Association shall be derived from the contributions of members, donations, grants and such other sources approved by the Association.
- b) Any correspondence sent by the Association shall have the signatures of two Committee members.
- c) The income and property of the Association shall be used only for promotion of the objectives of the Association and shall not be paid or transferred to members by way of dividend, bonus or profit.
- d) Members representing the Association to express any comment or point of view should be appointed by the Committee. No individual person bearing the name of the Association should be allowed to do so.

## **ROLES WITHIN THE CHINESE LANGUAGE TEACHERS ASSOCIATION OF N.S.W. INC. COMMITTEE**

**PRESIDENT**            Chairs Annual General Meeting.  
Co – ordinates overall operation of the Association.  
Supports and encourages members.  
Represents the Association in public relations role.

**VICE – PRESIDENT**        Stands in for the President when necessary.  
Supports the overall operation of the Association.

### **SECRETARIES:**

1) **GENERAL**            Writes letters at direction of members and receives correspondence which is presented at meetings.

2) **MINUTES**            Takes Minutes at meetings.  
Maintains record of Minutes.  
Distributes Minutes, Agenda and any correspondence to members.

**TREASURER**            Oversees financial accounts and records.  
Controls expenditure.  
Prepares books for presentation to A.G.M.  
Makes projections for future budgets.  
Oversees membership contributions.