

The Applied Linguistics Association of New Zealand

Constitution

1 Name

The name of this society is "The Applied Linguistics Association of New Zealand Incorporated" In the rest of this document it is referred to simply as "the association".

2 Objects

The main object of the association is as follows:

to promote the study of language in use, language learning, language education and other language-related concerns, with an emphasis on fostering interdisciplinary collaboration.

To achieve this main object, the following are the secondary objects of the association

- 2.1 to organise and sponsor conferences, lectures and study groups appropriate to the main object
- 2.2 to produce for distribution and sale, any publications appropriate to the main object
- 2.3 to establish international contacts appropriate to the main object

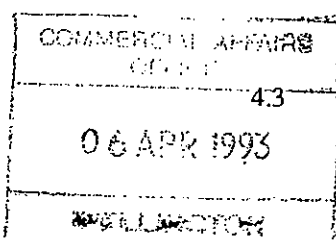
3 Membership

- 3.1 Membership of the association is open to any person who supports the objects of the association, who is active in the field of applied linguistics and is prepared to pay the annual subscription as prescribed by these rules.
- 3.2 Applications for membership shall be made to the secretary of the association and approved by the majority vote of the executive committee.
- 3.3 The subscription fees shall be set by the executive committee and approved by an annual general meeting.
- 3.4 Members will cease to be members when
 - 1 they submit to the secretary their resignation in writing or
 - 2 their subscription remains unpaid for 6 months after it is due

4 Organisation

- 4.1 The association shall meet in an annual general meeting. Notice of the annual general meeting shall be given not less than one month in advance of the meeting by a mailout to all members.
- 4.2 The annual general meeting shall elect the following officers of an executive committee: a chairperson, a secretary and a treasurer. Officers shall be elected for a period of two years after which time they shall retire but shall be eligible for re-election.

The business of the annual general meeting shall include a report from the executive committee, including a treasurer's report of the accounts of the association.



- 4.4 A quorum at an annual general meeting shall be five members of the association. If a quorum is not present, the meeting shall be adjourned and at the specified date of the adjourned meeting, those present shall constitute a quorum.
- 4.5 The chairperson of the association shall chair the annual general meetings. If the chairperson is absent, then a member of the executive committee shall be elected to take the chair.
- 4.6 A special general meeting can be called at the written request of not less than ten members of the association. On the receipt of such a request, the secretary shall call a special general meeting and in doing so shall provide members with at least one month's written notice of the meeting.
- 4.7 The executive committee shall manage the affairs of the association between annual general meetings and may co-opt other members at its discretion. It may also set up sub-committees when it deems that they are required.
- 4.8 A quorum for meetings of the executive committee shall be two.
- 4.9 If any office should fall vacant, the executive committee may appoint another member of the association to fill that office until the next annual general meeting.
- 4.10 Notice of motions at meetings shall be forwarded to the secretary at least fourteen days before the meeting is to take place. Any notice of motion presented after that time will be discussed at the meeting at the discretion of those present at the meeting.
- 4.11 Voting at all meetings shall normally be by show of hands, except that the chairperson may arrange a secret ballot where required. In the event of an equality of votes, the chairperson may make a casting vote.
- 4.12 The Common Seal of the association shall be kept in the custody of the secretary at all times. This seal shall only be used on documents issued in the name of the association to show that they are authentic documents.

5 Finance

- 5.1 The control and investment of the funds of the association shall be handled principally by the treasurer who shall receive all monies paid to the association and issue receipts, open and operate bank accounts, and make payments by cheque or other means. The treasurer may also invest any surplus funds in investment accounts opened in the association's name at commercial banks.
- 5.2 The treasurer shall make a report of expenditure and income at the annual general meeting.
- 5.3 The executive committee, or any other member of the association shall have no power to borrow money in the association's name.
- 5.4 In the event of the winding up of the association, all surplus funds, after the settling of all debts, shall be transferred to a charitable organisation or organisations which have similar aims to that of the association. The choice of the organisation or organisations to which the funds are transferred shall be made by the annual general meeting or, if such a meeting is not held, by the executive committee.

6 Amendment of rules

These rules may be amended at an annual general meeting at the proposal of any paid-up member of the association and when carried by the majority vote of the meeting. Notice of a proposed amendment must be sent to the secretary at least fourteen days before the meeting.