



# THE CONSTITUTION OF THE AUSTRALIAN SIGN LANGUAGE INTERPRETERS ASSOCIATION – VICTORIA (ASLIA Vic)

*(Accepted at the Special General Meeting 20/6/10)*

## PART 1 - DEFINITIONS

1.1 In these rules, unless stated otherwise:

**“ASLIA Vic”** means the Australian Sign Language Interpreters Association in Victoria.

**“ASLIA”** means the Australian Sign Language Interpreters’ Association. **“ASLIA National”** means the National Executive Committee of ASLIA. **“ASLIA Victoria”** means the Victorian branch of ASLIA.

**“Committee”** means the Executive Committee of ASLIA Vic referred to in Part 3.

**“Deaf”** includes any person with a hearing loss who uses sign language. The first letter in the word "Deaf" is capitalised when referring to the Deaf Community, Deaf Culture or Deaf Language. It is not capitalised when referring to physical deafness.

**“General Meeting”** means an annual general meeting or a special general meeting of ASLIA Vic.

**“Member”** means a member of ASLIA and **“Membership”** has a corresponding meaning.

**“Office”** means the principal place of administration.

**“Committee member”** means a member of the committee other than an office-bearer.

**“Public Officer”** means the public officer for the time being of ASLIA Vic.

**“Resolution”** means a resolution requiring not more than a 51 per cent majority to be passed.

**“Secretary”** means the secretary for the time being of ASLIA Vic.

**“Special Resolution”** means a resolution of a general meeting that is passed at a meeting and has met the following requirements:

- (a) that not less than 21 days notice has been given in accordance with the rules to all of the members entitled to vote,
- (b) that of the members of the association entitled to vote, either by proxy or in person at the meeting, not less than three quarters of this number vote in favour of the resolution, or
- (c) passed in a manner in directed by the Commission.

**“Special General Meeting”** means a general meeting other than an annual general meeting.

**“Treasurer”** means the treasurer for the time being of ASLIA Vic.

**“The Act”** means the Associations Incorporation Act 1984.

**“The Regulation”** means the Associations Incorporation Regulation 1985.

**“Office Bearers”** means the office bearers for the time being of ASLIA Vic as described in clause 4.2(2).

1.2 In these rules:

- (a) a reference to a function includes a power, authority or duty; and
- (b) words importing the singular include the plural and vice versa and words importing the one gender import any other gender.

1.3 The provisions of the Interpretation Act 1897 apply to these rules in the same manner as those provisions would apply if these rules were an instrument made under the Act.

1.4 Paragraph headings are for convenience only and will not affect the interpretation of these rules.

1.5 Words appearing in these rules which are defined in the Act will have the meanings given to them in the Act unless a contrary intention appears.

## **PART 2 - PRELIMINARY**

- 2.1 ASLIA Vic is established for the purposes set out in the Statement of Objects.
- 2.2 The members for the time being of the Executive Committee shall be and be deemed to be directors of ASLIA Vic.
- 2.3 (1) ASLIA Vic shall be a non-proprietary organisation.
- (2) A member of ASLIA Vic, whether or not he is a member of the committee, or of any sub-committee, of ASLIA Vic, shall not be entitled, under the rules of ASLIA or otherwise, to derive, directly or indirectly, any profit, benefit or advantage from ASLIA Vic that is not offered equally to every full member.
- 2.4 (1) An employee of ASLIA Vic shall not vote at any meeting of ASLIA Vic or of its committee or at any election of the committee, or hold office as a member of the committee.
- (2) Any profit or other income of ASLIA Vic shall be applied only to the promotion of its purposes and shall not be paid to or distributed among its members.

## **PART 3 - MEMBERSHIP**

### **Membership**

- 3.1 The classes of members for ASLIA Victoria and the eligibility requirements for each category are determined and governed by the constitution of ASLIA National.

### **Benefits of Membership**

- 3.2 (1) The benefits and rights – including voting rights – of members of ASLIA Victoria are determined and governed by the constitution of ASLIA National.

### **Application for membership**

- 3.3 (1) An application for membership:
- (a) must be in the form prescribed by ASLIA National
  - (b) must be lodged with the ASLIA National Secretariat.
- (2) Upon the acceptance of an application to ASLIA National, the member's address, telephone number(s), level of accreditation, date that accreditation was attained and date of joining the Association will be provided to ASLIA Victoria and will be entered the secretary into the register of members held by ASLIA Victoria.

### **Cessation of membership**

- 3.4 Membership ceases if the member:
- (a) dies;
  - (b) resigns;
  - (c) is expelled from ASLIA Vic;
  - (d) fails to pay his/her annual membership fees;
  - (e) being a Corporate member is wound up and dissolved.
- 3.5 Any right, privilege or obligation of a member:
- (a) cannot be transferred or transmitted to another person or organisation; and
  - (b) terminates upon cessation of the person's membership.

### **Resignation of membership**

- 3.6 (1) A member is not entitled to resign his membership except in accordance with this rule.
- (2) A member who has paid all amounts due to ASLIA National in respect of his/her membership may resign from membership by giving notice of his/her resignation in accordance with ASLIA National and/or ASLIA Victoria policy statement(s) – *refer to ASLIA Victoria secretary for guidance*.
- (3) Where a member ceases to be a member in terms of sub-clause 2, the secretary must make an entry in the register of members recording the date on which membership ceases.

## **Register of members**

- 3.7 (1) The public officer must ensure there is maintained a register of members of all classifications recording the name and address of each member his membership, classification and the date on which he became a member.
- (2) The register of members shall be updated and available to the ASLIA Vic Public Officer on request. The register of members may be inspected by any member at any reasonable hour without charge.

## **Fees**

- 3.8 (1) Members will send membership fees to the ASLIA National Secretariat directly and will remain members of ASLIA Victoria.
- (2) Annual subscription from members of all classes shall be paid to the ASLIA National Secretariat, and, in accordance with the ASLIA National Constitution, 80% of each membership subscription will be forwarded to ASLIA Victoria by the ASLIA National Secretariat.

## **Members' Liabilities**

- 3.9 The liability of a member to contribute to the payment of the debts and liabilities of ASLIA Vic or the costs, charges and expenses of the winding up of ASLIA Vic is limited to the amount of any unpaid membership fees under clause 3.8.

## **Disciplining of members**

- 3.10 (1) Where the committee is of the opinion that a member:
- (a) has persistently refused or neglected to comply with any of these rules;
  - or
  - (b) has wilfully acted in a manner prejudicial to the interests of ASLIA, the committee, by resolution, may call upon the member to show cause why the committee should not:
    - (a) expel the member from ASLIA;
    - (b) suspend the member from ASLIA for a specified period; or
    - (c) fine the member.
- The resolution shall specify the grounds upon which it is based.
- (2) Where the committee passes a resolution under subclause (1), the secretary must promptly cause a notice in writing to be served on the member:
- (a) setting out the resolution;
  - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that he/she may:
    - (i) attend and speak at that meeting; and/or
    - (ii) submit to the committee at or prior to that meeting written representations relating to the resolution.

- (3) At a meeting of the committee held under subclause (2), the committee shall:
- (a) give the member a reasonable opportunity to make personal representations;
  - (b) give due consideration to any written representations submitted to the committee by the member; and
  - (c) by resolution either expel suspend or fine the member or resolve not to take any action.
- (4) Where the committee passes a resolution under subclause (3), the secretary must, within the next 7 days, inform the member by notice in writing of that fact and of his/her right of appeal under rule 3.1 1.
- (5) A resolution passed under subclause (3) will not take effect:
- (a) until the expiry of the period within which the member may appeal against the resolution under these rules; or
  - (b) (where the member validly exercises the right of appeal) until ASLIA Vic confirms the resolution pursuant to rule 3.1 1.

### **Right of appeal of disciplined member**

- 3.11 (1) A member may appeal to a general meeting against a resolution confirmed under subclause (3) by lodging with the secretary a notice of appeal within 7 days after notice of that resolution is served on that member.
- (2) Upon receipt of a notice from a member under subclause (1), the committee must convene a special general meeting to be held within 21 days after the date on which the secretary receives the notice.
- (3) At a special general meeting convened under subclause (2):
- (a) no business other than the appeal shall be transacted;
  - (b) the committee and the member must be given a reasonable opportunity to state their respective cases in their preferred language whether orally, in Auslan or in writing;
  - (c) the members present must decide by special resolution whether the resolution to suspend, expel or fine the member should be confirmed or revoked; and
  - (d) voting pursuant to sub-clause (c) must be by way of secret ballot.

### **Grievance Policy**

- 3.12 (1) The grievance procedure set out in this rule applies to disputes under these Rules between-
- (a) a member and another member; or
  - (b) a member and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

- (4) The mediator must be-
- (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement-
    - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
    - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

A member of the Association can be a mediator.

- (5) The mediator cannot be a member who is a party to the dispute.
- (6) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (7) The mediator, in conducting the mediation, must-
- (a) give the parties to the mediation process every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (8) The mediator must not determine the dispute.
- (9) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **PART 4 - THE COMMITTEE**

### **Powers of the committee**

- 4.1 (1) Subject to the Act, the Regulation, and these rules and to any resolution of a general meeting, the committee:
- (a) will control and manage the affairs of ASLIA Vic;
  - (b) may exercise all functions of ASLIA Vic other than those functions required by these rules to be exercised by a general meeting;
  - (c) has power to perform all acts and do all things necessary or desirable in the opinion of the committee for the proper management of the affairs, of ASLIA Vic.
- (2) The committee must not do any act or thing in relation to the sale or other disposal of any real estate held by ASLIA Vic (or any other asset specified at any time by a general meeting) without the prior approval of a special resolution.

### **Constitution and membership of the committee**

- 4.2 (1) Subject to Section 21 of the Act, the committee will be chosen from amongst the Full Individual members who:
- (a) Are a financial member of any State or Territory branch of ASLIA National at the date of nomination and for at least the two preceding years and
  - (b) Have been engaged in gainful interpreting at NAATI Interpreter or Para-professional Level or accredited Deaf Relay Interpreting in Australian Sign Language for a period of at least 2 years.

The committee will consist of:

- (a) The office-bearers; and
  - (b) A minimum of four non-executive members.
- (2) The office-bearers will be:
- (a) The President;
  - (b) The Vice-President;
  - (c) The Treasurer;
  - (d) The Secretary;
  - (e) The Public Officer.
- (3) All committee members will be entitled to hold office for 1 year, after which time, they shall be required to stand for re-election.
- (4) If a casual vacancy occurs in the membership of the committee, the committee may appoint an ordinary member to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the end of the term of office of the person whose place on the committee was filled by that appointment.

### **Election of committee members**

- 4.3 (1) A notice shall be sent to all Individual members no later than 35 days prior to the date appointed for the annual general meeting calling for nomination for election as office bearers and other members of the committee.

(2) Nominations shall be in writing addressed to the secretary and shall be signed by the nominee, the proposer and seconder, all of whom must be financial Full Individual members of the Association.

(3) Nominations shall be lodged with the secretary prior to the date appointed for the annual general meeting.

(4) If insufficient nominations are received to fill all vacancies on the committee, the nominated candidates will be deemed to be elected effective from the conclusion of the annual general meeting. The remaining vacancies may be filled by calling for nominations from the floor and the subsequent conduct of a secret ballot of members present if necessary.

(5) If the number of nominations received equals the number of vacancies to be filled, the persons nominated will be deemed to be elected effective from the conclusion of the annual general meeting.

(6) If the number of nominations received exceeds the number of vacancies to be filled, an election shall be held by ballot at the meeting.

### **President**

4.4 The President shall act as spokesperson for the Association and supervise the duties of the Secretary, the Treasurer and the other members of the committee. The President will fulfil the duties as stated in the ASLIA Vic Policy and Procedure Manual.

### **Secretary**

4.5 (1) The secretary shall lodge notice of his/her address with ASLIA Vic promptly after his appointment.

(2) The secretary must keep proper records of:  
(a) all appointments of office-bearers and ordinary members;  
(b) the names of members present at committee meetings and at general meetings; and  
(c) all proceedings at committee meetings and general meetings.

(3) Minutes of proceedings of any committee or general meeting must be signed by the Chairman of that meeting or of the next succeeding meeting.

(4) The secretary will fulfil the duties as stated in the ASLIA Vic Policy and Procedure Manual.

### **Treasurer**

4.6 The treasurer shall ensure that:

(1) all money due to ASLIA Vic is collected and that all payments authorised by ASLIA Vic are made.

(2) proper books and accounts are established and maintained according to the Act to record the financial affairs of ASLIA Vic including all receipts and expenditure connected with its activities.

(3) The treasurer will fulfil the duties as stated in the ASLIA Vic Policy and Procedure Manual.

## **The Public Officer**

4.7 The Public Officer shall perform all duties as required by the Act, and fulfil the duties as stated in the ASLIA Vic Policy and Procedure Manual.

## **Casual vacancies**

4.8 A casual vacancy in, the membership of the committee will occur if a committee member:

- (a) dies;
- (b) ceases to be a member;
- (c) becomes an insolvent under administration within the
- (d) resigns by notice in writing to the secretary;
- (e) is removed from office under rule 4.9;
- (f) becomes of unsound mind or a person whose person or estate is liable to be dealt with under the law relating to mental health; or
- (g) is absent without the consent of the committee from all meetings of the committee held during a period of one year.

## **Removal of committee member**

4.9 (1) ASLIA Vic in a general meeting may remove any committee member by resolution before the expiry of the member's term of office and may by resolution appoint another person to replace him until the expiry of the term of the member so removed.

(2) Where a proposed resolution for the removal of a committee member under subclause (1) is listed in the agenda for a general meeting and the relevant committee member makes written representations of a reasonable length to the secretary or president and requests that these representations be sent to the members, the secretary or the president may either send a copy of those representations to each member or cause them to be read out at the general meeting at which the resolution is considered.

(3) Pending the outcome of a vote by a general meeting on a resolution for removal of a committee member, -he shall not be entitled to attend meetings of the committee or to exercise any function as a member of the committee.

## **Meetings and quorum**

4.10 (1) The committee must meet at least once each year at such place and time as it determines.

(2) Additional meetings of the committee may be convened by the president or any 4 committee members.

(3) Written notice of a committee meeting must be given by the Secretary to each committee member at least 14 days before the time appointed for the meeting (unless the committee otherwise directs).

(4) Notice of a committee meeting must specify the general nature of the business to be transacted at the meeting.

(5) Four of the committee present in person will constitute a quorum for any meeting of the committee.

(6) No business shall be transacted by the committee unless a quorum is present and if within an hour of the time appointed for the meeting a quorum is not present the meeting will stand adjourned to the same place and time as determined by the members present.

(7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meetings, the meeting shall be dissolved.

(8) At a meeting of the committee the president shall be chairman.

(9) If the president is absent or unwilling to act as chairman the remaining members of the committee must elect one of their number to be chairman of the meeting.

### **Delegation to sub-committee**

4.11 (1) The committee may delegate by written notice to one or more sub-committees (consisting of such members as the committee thinks fit) the exercise of such functions of the committee as are specified in the notice of delegation, other than:

- (a) this power of delegation;
- (b) a function which is imposed on the committee by the Act or by any other law; and
- (c) the expenditure of any funds without the prior approval of the committee.

(2) A function which has been delegated to a sub-committee under this rule may not be exercised by the sub-committee other than in accordance with the delegation notice.

(3) A delegation under this rule will be subject to such conditions or limitations as are specified in the delegation notice.

(4) Notwithstanding any delegation under this rule, the committee may continue to exercise any delegated function.

(5) Any act or thing done by a sub-committee in the proper exercise of a delegation under this rule will have the same force and effect as if done by the committee.

(6) The committee may revoke wholly or in part any delegation under this rule by written notice.

(7) A sub-committee may meet and adjourn as it thinks fit.

(8) The president will be a member ex-officio of all sub-committees.

## **Voting and acts of committee**

- 4.12 (1) Questions arising at a meeting of the committee or any sub-committee will be determined by a majority of members of the committee or sub-committee present at the meeting.
- (2) Each person properly present at a meeting of the committee or any sub-committee is entitled to one vote but, in the event of an equality of votes, the chairman may exercise a casting vote.
- (3) Subject to rule 4.10(5), the committee may act notwithstanding any vacancy on the committee.
- (4) Any act or thing done or purporting to have been done by the committee or by a sub-committee appointed by the committee, will be valid and effective despite any defect which may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

## **PART 5 - GENERAL MEETINGS**

### **Annual general meetings**

- 5.1 (1) Except for its first annual general meeting ASLIA Vic must convene an annual general meeting at least once per year and not later than 6 months after the end of its financial year.
- 5.2 (1) Subject to the Act and to rule 5.1, an annual general meeting will be convened on such date and at such place and time as the committee thinks fit.
- (2) The business of an annual general meeting will be:
- (a) to confirm the minutes of the preceding annual general meeting and of any special general meeting held since that meeting;
  - (b) to receive from the committee reports on the activities of ASLIA Vic during the preceding financial year;
  - (c) to receive reports from each working party established by the committee
  
  - (d) to elect office-bearers and committee members;
  
  - (e) to receive and consider the statement required to be submitted to members pursuant to section 26(6) of the Act; and
  
  - (f) to transact any other business which may be properly transacted at an annual general meeting and of which written notice is given to the secretary not later than 2 weeks before the date of the meeting.

### **Special general meetings**

- 5.3 (1) The committee may convene a special general meeting whenever it thinks fit.
- (2) On the written requisition of not less than 5 percent of the total number of voting members, the committee must convene a special general meeting.
- (3) A requisition for a special general meeting:
- (a) shall state the purpose of the meeting;
  - (b) shall be signed by all members making the requisition;
  - (c) shall be lodged with the secretary
  - (d) may consist of several documents in a similar form, each signed by one or more members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting referred to in subclause (4) must be convened as nearly as practicable in the same manner as general meetings are convened by the committee.

## Notice

- 5.4 (1) Except where the business to be dealt with at a general meeting requires a special resolution, at least 14 days before the date fixed for the holding of the general meeting the secretary must cause to be sent by electronic mail (e-mail) to each member, at the member's e-mail address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

Should the member not have an e-mail address, or in the event that the sent e-mail "bounces" back to the secretary, then the secretary must cause to be sent by pre-paid post, at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

(2) Where the business to be dealt with at a general meeting requires a special resolution, at least 21 days before the date fixed for the holding of the general meeting, the secretary must cause notice to be sent to each member in the manner provided in subclause (1), specifying, in addition to the matters required under subclause (1), the intention to propose the resolution as a special resolution.

(3) No business shall be transacted at a general meeting other than as specified in the notice convening the general meeting except, in the case of an annual general meeting, business which may be transacted pursuant to clause 5.2(2)(e).

(4) A member wishing to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the notice convening the next general meeting after receipt of the notice from the member.

## Procedure

- 5.5 (1) No business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present in person or by proxy when the meeting proceeds to business.

(2) 10% of members present in person or by proxy and who are entitled under these rules to vote at a general meeting will constitute a quorum for the transaction of the business of a general meeting.

(3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting (if convened upon the requisition of members) will be dissolved and in any other case will stand adjourned to the same place at a time and date then determined by those members present.

(4) If at the adjourned general meeting a quorum of members is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 5) will constitute a quorum.

## **Chairman of General Meetings**

5.6 (1) The president will be chairman at each general meeting.

(2) If the president is absent from a general meeting or unwilling to act as chairman, the Vice-President will Chair the meeting. If both are absent the members present must elect one of their number to be chairman of the meeting.

## **Adjournment**

5.7 (1) The chairman of a general meeting at which quorum is present, with the consent of a majority of members present at the meeting, may adjourn the meeting to another time and place, but no business shall be transacted at an adjourned general meeting other than the business left unfinished at the meeting at which the adjournment took place.

(2) Where a general meeting is adjourned for 14 days or more, the secretary must give written notice of the adjourned general meeting to each member stating the place, date and time of the meeting and the nature of the business to be transacted.

(3) Except as provided in subclauses (1) and (2), notice of an adjourned general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## **Decisions at General Meetings**

5.8 (1) Voting on a matter, other than the election of committee members, to be decided at a general meeting will be on a show of hands of Full Individual members, Full Corporate members, and honorary life members present in person or by proxy. Unless a poll is demanded in accordance with these rules before or on the declaration of the show of hands, a declaration by the chairman that a resolution has been carried (whether unanimously, or by particular majority) or lost on a show of hands and an entry to that effect in the minute book of ASLIA Vic will be sufficient evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

(2) At a general meeting of ASLIA Vic, a poll may be demanded by the chairman or by not less than 3 ordinary members present at the meeting.

(3) Where a poll is validly demanded it must be taken:

(a) immediately, in the case of a poll relating to the election of the chairman or to the question of an adjournment; or

(b) in any other case, in such manner and at such time before the close of the meeting as the chairman directs.

(4) The result of the poll will be deemed to be the decision of the general meeting on that matter.

## Voting

5.9 (1) Voting rights of members of ASLIA Victoria are determined and governed by the constitution of ASLIA National.

(2) In case of an equality of votes on an ordinary resolution at a general meeting, whether on a show of hands or a poll, the chairman of the meeting may exercise a casting vote.

(3) A member is not entitled to vote at any general meeting unless all money payable by the member to ASLIA has been paid.

(4) Voting by proxy shall be allowed.

(5) The instrument appointing a proxy shall be in writing signed by the appointor or his attorney and shall be deemed to authorise the proxy to join in demanding a poll.

(6) A proxy shall be a member of ASLIA Vic who is entitled to vote at the meeting for which the proxy is given.

(7) The instrument appointing a proxy shall be in or to the effect of the following:

I \_\_\_\_\_ of \_\_\_\_\_  
being a member of the Australian Sign Language Interpreters Association Victoria and entitled to vote at general meetings of its members hereby appoint  
\_\_\_\_\_ of \_\_\_\_\_ as my proxy to vote for  
me at the Annual/Extraordinary General Meeting of the Association to be held on  
\_\_\_\_\_ (Date) and at any adjournment thereof.

Signed on \_\_\_\_\_ (date)

\_\_\_\_\_ Signature of Member

(Unless otherwise instructed, the proxy may vote as he thinks fit.)

(8) The instrument appointing a proxy and any power of attorney or other authority by which it is signed shall be deposited with the Secretary at least seven (7) days before the meeting or the taking of the poll for which it is given is held and shall not otherwise be treated as valid unless the meeting otherwise decides.

(9) A vote given pursuant to a proxy or power of attorney shall not be invalid because of death or unsoundness of mind of the appointor or donor unless the Secretary has been notified thereof in writing before the meeting commences.

## **PART 6 - MISCELLANEOUS**

### **Insurance**

- 6.1 (1) ASLIA Vic must effect and maintain insurance pursuant to the Act.
- (2) ASLIA Vic may effect and maintain insurance in addition to that required by subclause (1).

### **Funds**

- 6.2 (1) The funds of ASLIA Vic shall be derived from entrance fees and subscription fees derived from ASLIA National, donations, proceeds from the sale of goods and services to members and their guests and (subject to any resolution passed by ASLIA Vic in general meeting), such other sources as the committee determines.
- (2) All money received by ASLIA Vic must be deposited promptly and without deduction to the credit of its bank account.
- (3) ASLIA Vic must promptly issue an appropriate receipt for money paid to it.
- 6.3 (1) Subject to any contrary special resolution, the funds and assets of ASLIA Vic must not be used for any purpose other than to pursue its objects.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments drawn on behalf of ASLIA Vic must be signed by not less than 2 members of the committee authorised in writing to do so by the committee.

### **Alteration of objects and rules**

- 6.4 The objects and rules of ASLIA Vic may not be altered, rescinded or added to other than by a special resolution of the voting members.

### **Common seal**

- 6.5 (1) The common seal of ASLIA Vic shall be kept in the custody of the public officer.
- (2) The common seal shall not be affixed to any document on behalf of ASLIA Vic except by the prior authority or resolution of the committee and witnessed by at least 2 members of the committee authorised in writing to do so by the committee.

### **Custody of records**

- 6.6 Except as otherwise provided by these rules, the public officer must keep in his custody or under his control all records, books and other documents relating to ASLIA Vic.

### **Inspection of records**

- 6.7 (1) The records, books and other documents of ASLIA Vic may be inspected at its office without charge by a member at any reasonable hour.

(2) A member may obtain a copy of these rules by application to the secretary and on payment of the fee prescribed by the committee.

### **Service of notices**

6.8 (1) For the purpose of these rules, a notice may be served by or on behalf of ASLIA Vic upon any member either personally, by electronic mail (e-mail) or by pre-paid post to the member's e-mail address and/or postal address shown in the register of members.

(2) Where a document is sent to a member by a properly addressed and pre-paid letter containing the document, the document will be deemed to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post, unless the contrary is proved.

### **Surplus property**

6.9 (1) At its first general meeting after the adoption of these rules ASLIA Vic shall pass a special resolution nominating an incorporated association in which it will vest its surplus property pursuant to Section 53(2) of the Act in the event of the winding up of ASLIA Vic or the cancellation of its incorporation.

(2) The incorporated association so nominated must fulfil the requirements specified in section 53(a)-(c) of the Act.

### **Financial**

6.10 (1) The financial year of ASLIA Vic shall commence on 1 July each year.

(2) The committee shall cause proper accounting and other records to be kept and shall distribute to members copies of every profit and loss account and balance sheet. The balance sheet and profit and loss account to be laid before each annual general meeting shall be made up to a date not more than five (5) months before the date of the meeting.

(3) The members may if they think fit appoint an auditor.

### **Provision of Interpreters at meetings**

6.11 A sign Language interpreter will be provided at all general meetings. Whether this interpreter is reimbursed for services rendered or is a volunteer, the individuals will be booked in advance, to allow for preparation.

### **Attendance by observers at general meetings**

6.12 Observers may attend general meetings at the invitation of the chairperson.

### **By-laws**

7.1 The committee may from time to time make by-laws not inconsistent with these rules relating to the conduct of the affairs of ASLIA.

# **AUSTRALIAN SIGN LANGUAGE INTERPRETERS ASSOCIATION - VICTORIA STATEMENT OF OBJECTS**

- 1 The objects for which ASLIA Vic is established are:
  - 1.1 To promote recognition of the professional status of interpreters.
  - 1.2 To promote, foster and improve the professionalism and range of skills which interpreting requires.
  - 1.3 To assist in the upgrading of skills and the gaining of accreditation by interpreters in Australian Sign Language (Auslan) and English, as the two languages which are the focus of this Association.
  - 1.4 To maintain communication with consumers and employers of interpreting services.
  - 1.5 To facilitate adherence by interpreters to the Code of Ethics for interpreters.
  - 1.6 To support, advocate and lobby for the rights of interpreters.
  - 1.7 To liaise and/or co-operate with, or lobby any relevant government or other organisation, group or individual on behalf of interpreters.
  - 1.8 To provide input into Interpreter Training courses.
  - 1.9 To facilitate research into interpreting or interpreting training.
  - 1.10 To consult and/or collaborate with organisations associated with deafness to promote closer liaison between ASLIA and any of these bodies and to provide the means whereby ideas relating to deafness, Deaf people and interpreting can be exchanged.
  - 1.11 To collate and disseminate information relevant to interpreting and/or deafness.
  - 1.12 To provide advice, assistance and support either directly or indirectly to organisations and individuals relating to interpreting upon their request.
  - 1.13 To promote the creation and/or development of State or Territory interpreter organisations particularly where these organisations do not already exist.
  - 1.14 To organise and stimulate the exchange of information and provision of education/training relating to interpreting.
  - 1.15 To promote the recognition and acceptance of methods of communication preferred by Deaf people.
  - 1.16 To promote and/or advertise the aims, objects, policies and opinions and activities of the Association through the media.

- 1.17 To subscribe or guarantee money for any charitable or benevolent object.
- 1.18 To establish, subsidise, promote, co-operate with, join, act as agent and delegate for or give financial or other assistance to any association (whether incorporated or not) with objects similar to those of ASLIA Vic on condition that any such Association prohibits the payment of any dividend or profit or the distribution of any property to its members.
- 1.19 To raise funds by donation or in any other manner which may seem expedient to promote and further the objects of ASLIA Vic.
- 1.20 To purchase, lease, hire or otherwise acquire any real personal property and any rights or privileges which ASLIA may think necessary or convenient for the promotion of its objects and to construct, maintain and alter any buildings necessary, convenient for the work of ASLIA Vic.
- 1.21 To sell, lease or otherwise dispose of any property or assets as ASLIA Vic considers expedient for the promotion of its objects.
- 1.22 To undertake and perform any trust which may be lawfully be undertaken by ASLIA Vic and which may be beneficial to its objects.
- 1.23 To borrow or raise money in connection with the objects of ASLIA Vic on such terms and on such security as it considers appropriate.
- 1.24 To invest any surplus funds of ASLIA Vic not immediately required for its purposes upon such investments, securities or properties as ASLIA Vic considers to be appropriate.
- 1.25 To do all such other things as are necessary, incidental or conducive to the attainment of the objects of the Association.
2. The income and assets of ASLIA Vic shall be applied solely towards the promotion of its objects and no part thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise to any member of ASLIA Vic provided that nothing in this clause shall prevent the payment in good faith of remuneration to any officer or servant of ASLIA Vic or to any member of ASLIA Vic in return for any services rendered to it.