

ATESOL ACT Combined General Meeting and 2021 Annual General Meeting

25th March 2021

NOTICE OF MOTIONS

We need to consider *two items* that must be notified in advance to members before a meeting.

The Constitution requires that these be considered in a **General Meeting** (as distinct from the AGM): to read the Constitution, go to: [ATESOL ACT CONSTITUTION](#). For that reason, the meeting section of our gathering will start with a **very short General Meeting**.

Although the notification below is very long, consideration in the meeting can be incredibly quick if people are aware of their contents. It would therefore be hugely appreciated if any questions about what follows could be sent in advance to Helen at president@atesolact.org.au

1. AWARD OF HONONARY ATESOL ACT MEMBERSHIPS

The Constitution requires the following:

4.1.5 Honorary life membership may be conferred on individuals in recognition of services to ATESOL ACT. Nominations must be made in writing to the Committee and seconded by two (2) members. Such honorary life membership shall be conferred by simple majority vote in a secret ballot at a General meeting. An honorary life member shall have all the privileges of an individual member without the requirement to pay the annual membership fee.

It is proposed to confer honorary life membership to Jennifer Mayers and Lesley Cioccarelli in recognition of their many years of dedicated and extraordinary service in a number of roles – most recently as Treasurer and Website Editor respectively – to ATESOL ACT and, further, to our national body, the Australian Council of TESOL Associations (ACTA).

Re Jennifer Mayers:

- proposed – Colleen Caddey
- seconded – Yvette Kirby

Re Lesley Cioccarelli:

- proposed – Helen Moore
- seconded – Mei French

A secret ballot will be undertaken at the meeting.

2. AMENDMENTS TO THE CONSTITUTION

As currently formulated, the Constitution presupposes that all important matters include **writing**. It does not allow for digital and remote interactions. This formulation is extremely inefficient and inconvenient in our now digital environment.

Amendments to the Constitution are covered by the following provisions:

15.1. The ATESOL ACT Constitution may be changed by a special resolution at a General Meeting of the Committee and in accordance with the ACT Associations Incorporation Act 1991.

15.2. A proposed amendment to the Constitution may be submitted in writing at any time to the Secretary.

15.3. All financial members shall be notified in writing of any such proposed amendment(s) with at least 21 days' notice being given if a general meeting is called to consider any such amendment(s). 15.4. At this General meeting the proposed amendment(s) shall be submitted to a vote, and shall be carried by a **two thirds majority of financial members present, provided a quorum has been formed.**

A special resolution will be put at the forthcoming General Meeting on 24th March 2021 and your approval sought. Its key points are:

1. wherever the word **writing** appears, the following phrase will be inserted in brackets:

(including by email or other electronic means, in a form approved by the committee for that purpose).

2. re **section 5.2.2** to:

- include a **Returning Officer** to receive Committee nominations in order to cover the eventuality of the Secretary being unavoidably unavailable.
- allow a recognized email address or other clear and recognized proof of identity to **substitute for a signature** for nominations.

The special resolution is:

The following changes shall be made to Sections 4.1.4, 4.1.5, 4.41, 5.2.2, 5.3.1, 7.4, 8.1, 8.3, 9.2, 15.2, and 15.3 of the ATESOL ACT, Inc. Constitution:

4.1.4 Institutional membership shall be open to any professional bodies which support the aims of ATESOL ACT and pay the prescribed annual fee. Institutional members are entitled to nominate one (1) voting delegate who shall have all the rights of an individual member, excluding holding an executive position. Such nomination is to be **in writing** to the Secretary of the Committee. An institutional member may revoke **in writing**, the appointment of its delegate, and appoint another delegate in his/her place.

Insert after 'in writing': (including by email or other electronic means, in a form approved by the committee for that purpose).

4.1.5 Honorary life membership may be conferred on individuals in recognition of services to ATESOL ACT. Nominations must be made **in writing** to the Committee and seconded by two (2) members. Such honorary life membership shall be conferred by simple majority vote in a secret ballot at a General meeting. An honorary life member shall have all the privileges of an individual member without the requirement to pay the annual membership fee.

Insert after ‘in writing’: (including by email or other electronic means, in a form approved by the committee for that purpose)

4.4.1. Membership shall cease upon resignation **in writing** delivered to ATESOL ACT or failure to renew membership.

Insert after ‘in writing’: (including by email or other electronic means, in a form approved by the committee for that purpose).

5.2.2. Office bearers of the Committee shall be elected for one year period at the Annual General meeting. Each nomination shall be submitted **in writing** to the Secretary before commencement of the elections and shall be **signed** by the nominee and two (2) members of ATESOL ACT.

Insert after ‘in writing’: (including by email or other electronic means, in a form approved by the committee for that purpose).

Change “the Secretary” to: the Secretary or Returning Officer

Insert after the word “signed”: or verified (including by email or other electronic means, in a form approved by the Committee for that purpose)

5.3.1. A resigning Committee member shall do so **in writing**.

Insert after ‘in writing’: (including by email or other electronic means, in a form approved by the committee for that purpose).

7.4 Notice of the AGM shall be provided **in writing** to members no less than 21 days prior to the date of the AGM.

Insert after ‘in writing’: (including by email or other electronic means, in a form approved by the committee for that purpose).

8.1. The Committee must, on the requisition **in writing** of not less than 5% of the total number of members, call a General Meeting with at least two (2) weeks **written notice** to the general membership. In the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the association, the secretary must give at least 21 days’ notice and specify the item for resolution.

Insert after ‘in writing’ and after ‘written notice’: (including by email or other electronic means, in a form approved by the committee for that purpose).

8.3. A member desiring to bring any business before a meeting may give notice **in writing** of that business to the Secretary or President, and that business shall be included in

the agenda for the next General Meeting.

Insert after 'in writing': (including by email or other electronic means, in a form approved by the committee for that purpose).

9.2 The Secretary shall give at least seven (7) days' notice **in writing** to the Committee specifying the place, the day and hour of the meetings and the nature of the business to be dealt with at the meetings.

Insert after 'in writing': (including by email or other electronic means, in a form approved by the committee for that purpose).

15.2. A proposed amendment to the Constitution may be submitted **in writing** at any time to the Secretary.

Insert after 'in writing': (including by email or other electronic means, in a form approved by the committee for that purpose)

15.3. All financial members shall be notified **in writing** of any such proposed amendment(s) with at least 21 days' notice being given if a general meeting is called to consider any such amendment(s).

Insert after 'in writing': (including by email or other electronic means, in a form approved by the committee for that purpose).

PROPOSED: Helen Moore

SECONDED: Jennifer Mayers
