

Singapore Association
for
Applied Linguistics
(SAAL)

CONSTITUTION

SAAL Registered in August 1985
Constitution amended in July 1997 and May 2007

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SINGAPORE ASSOCIATION FOR APPLIED LINGUISTICS

CONSTITUTION

NAME AND PLACE OF BUSINESS

Article 1

The Association shall be known as the SINGAPORE ASSOCIATION FOR APPLIED LINGUISTICS (SAAL), hereinafter referred to as the Association.

Article 2

The place of business shall be at:

Department of English Language and Literature,
National University of Singapore,
Kent Ridge,
Singapore 119260

or such address as may subsequently be decided upon by the Executive Committee of the Association (hereinafter referred to as the Executive Committee), and approved by the Registrar of Societies. The address for correspondence shall be the same as its place for business.

AIMS

Article 3

The aims of the Association are:

- a) to provide a means for professionals working in Applied Linguistics to establish and maintain contact with one another and with recent developments in the field of Applied Linguistics;
- b) to invite specialists in Applied Linguistics to give talks, lectures, seminars, workshops, etc. to members of the Association;
- c) to promote research in Applied Linguistics; and
- d) to conduct other activities which may be useful for developing the professional competence of members of the Association.

Applied Linguistics includes all applications of linguistics to fields such as language research, language planning, bilingualism, psycholinguistics, sociolinguistics, computational linguistics, translation, and language education.

MEMBERSHIP

Article 4

Members of the Association shall be persons who are interested in and are actively contributing to the advancement of Applied Linguistics as a profession. There shall be three categories of membership:

- (i) *Individual membership*: All individual members shall have the right to vote.
- (ii) *Corporate membership*: Educational institutions at all levels (primary, secondary or tertiary) are eligible to join as corporate members. As a corporate member, an institution shall be entitled to nominate five persons from its staff as individual members. Such (corporate) individual memberships shall be transferable, but shall not entitle the holder to a vote. A corporate member as a whole is entitled to one vote,
- (iii) *Student membership*: All student members shall have the right to vote.

Article 5

An individual or institution wishing to join the Association may obtain the appropriate application form from any member of the Executive Committee, or by writing to the Hon. Secretary. Applicants for individual

membership shall be proposed by one member and seconded by another.

ENTRANCE FEE, SUBSCRIPTION AND OTHER DUES

Article 6

- (i) The annual subscription shall be twenty Singapore dollars (\$20) per individual member, fifteen Singapore dollars (\$15) per student member, and one hundred Singapore dollars (\$100) per corporate member.
- (ii) 2-year membership subscription shall be as follows: thirty-five Singapore dollars (\$35) per individual member, twenty-five Singapore dollars (\$25) per student member, and one hundred and eighty Singapore dollars (\$180) per corporate member.

Article 7

There is no entrance fee but a member must pay at least one year's subscription in advance, on payment of which sum a membership card shall be issued by the Hon. Secretary.

Article 8

Membership fees are due on 1 September each year. Membership is open at any time of the year, but all membership fees are computed from 1 September, regardless of the date of joining.

Article 9

Renewal forms shall be sent to all members one month before expiry of membership. Memberships which have not been renewed after a grace period of two weeks from the date of expiry (i.e. by 15 September) shall be deemed to have lapsed.

Article 10

Other dues such as charges for services to affiliate organisations or institutions, special publications, registration fees for a conference or for other meetings and activities of the Association shall be established by the Executive Committee.

EXECUTIVE COMMITTEE

Article 11

The Executive Committee of the Association shall be elected at alternate Annual General meetings. It shall comprise between 9 and 12 officers in the following posts:

President	1
Vice President	1
Honorary Secretary	1
Honorary Assistant Secretary	1
Honorary Treasurer	1
Honorary Assistant Treasurer	1
Committee Members	3 to 6

The positions of President, Vice President, Honorary Secretary and Honorary Treasurer must be filled by members who are Singapore citizens or permanent residents of Singapore. The other offices can be filled by any members.

Article 12

Name for the above offices shall be proposed and seconded in writing seven days in advance and election shall follow on a simple majority vote of the members. The officers elected shall hold office for a period of two

years. With the exception of the Honorary Treasurer, these officers may be re-elected in subsequent elections.

Article 13

The Executive Committee shall be the administrative agent of the Association and shall exercise general supervision over the affairs of the Association. In the interval between annual meetings of the Association, the Executive Committee shall have supreme authority to take such actions as are deemed necessary for the conduct of the Association's affairs in accordance with the Constitution. It may not act contrary to the expressed wishes of the general meeting without prior reference to it and always remains subordinate to the general meetings.

Article 14

Regular meetings of the Executive Committee shall be held at least once every three months. The President may call a committee meeting at any time by giving seven days' notice. At least one half of the Executive Committee members must be present for its proceedings to be valid.

Article 15

If any member of the Executive Committee resigns during a term of office, a successor may be co-opted by

the Executive Committee to serve until the next biennial general meeting.

Article 16

The Executive Committee may, at its discretion, co-opt members to serve on the Committee in addition to the elected members. Such co-opted members shall have the same voting rights as elected Committee members.

Article 17

The Executive Committee may, at its discretion, invite distinguished and suitably qualified persons who are Singapore citizens to hold purely honorary offices of:

- (i) Patron
- (ii) Adviser

They shall be invited to attend committee meetings of the Association but shall not have voting rights at such meetings. Their terms of office shall expire concurrently with that of the Executive Committee, at the time of each biennial general election. The next Executive Committee may, at its own discretion, invite the same individuals to serve again in the above offices.

DUTIES OF OFFICERS

Article 18

The President shall

- (i) represent the Association in its dealing with outside persons and other organisations;
- (ii) chair all general and committee meetings of the Association;
- (iii) sign cheques jointly with the Honorary Treasurer; and
- (iv) supervise all activities of the Association.

Article 19

The Vice-President shall

- (i) assist the President in running the Association; and
- (ii) deputize for the President in the absence or under the authorization of the latter.

The Vice-President shall succeed to the presidency in the event of incapability or resignation of the President. In such an event, the Vice-President shall continue in the presidency until the next biennial general meeting.

Article 20(a)

The Honorary Secretary shall

- (i) keep all records, except financial, of the Association and shall be responsible for their correctness;
- (ii) keep minutes of all general and committee meetings;
- (iii) prepare and issue an annual report of the Association; and
- (iv) maintain an up-to-date membership register.

Article 20(b)

The Honorary Assistant Secretary shall

- (i) assist the Secretary in all the duties specified in 20(a) above; and
- (ii) deputize for the Honorary Secretary in the absence or under the authorization of the latter.

Article 21(a)

The Honorary Treasurer shall

- (i) keep all funds, collect and disburse all monies on behalf of the Association, keep an account of all monetary transactions and be responsible for their correctness;
- (ii) be authorised to expend up to one hundred dollars per month for petty expenses on behalf of the Association;
- (iii) not keep more than one hundred dollars in cash, and money in excess of this shall be deposited in a bank to be named by the Association. Cheques, etc. for withdrawal from the bank shall be signed by at least two out of three parties: the President, the Honorary Treasurer, and the Honorary Secretary;
- (iv) submit the budget to the Association for approval and make reports of the financial position of the Association; and
- (v) publish the statement of accounts.

Article 21(b)

The Honorary Assistant Treasure shall

- (i) assist the Treasurer in all the duties specified in Article 21(a); and
- (ii) deputize for the Honorary Treasurer in the absence or under the authorization of the latter.

AUDIT

Article 22

Two persons who are not members of the Executive Committee shall be elected as Honorary Auditors at each biennial general meeting. They shall hold office for two years and shall not be re-elected. They will be required to audit the year's accounts and present a report on them to the annual general meeting. They shall be required by the President to audit the Association's accounts for any period within their tenure of office at any date and make a report to the Executive Committee. The financial year shall be from 1st September to 31st August.

MEETINGS

Article 23

The management of the society is vested in a general meeting of the members presided over by the President. An annual general meeting shall be held in September each year. At least two weeks' notice shall be given in writing by the Secretary to all members informing them of the date, time and place of the Annual General Meeting.

Article 24

At the annual General Meeting the previous year's accounts and reports of the Executive Committee shall be considered.

Article 25

Any member who wishes to propose resolutions and amendments to the Constitution may do so by giving notice in writing to the Secretary within one week of the date of the Annual General Meeting. All such proposals must be accompanied by the names of the proposer and seconder. The Secretary shall prepare an agenda of the matters to be considered at the Annual General Meeting together with the text of the proposed resolutions and amendments with the names of the proposer and seconder.

Article 26

The quorum for the Annual General Meeting shall be at least 25% of the total membership of the Association. All motions shall be accepted or rejected by the majority of votes.

Article 27

In the event of there being no quorum, the meeting shall be adjourned for half an hour and should the number present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to alter, amend or make additions to the existing Constitution.

Article 28

When the Executive Committee deems fit or upon the written request of ten or more of the members, an emergency general meeting shall be held after seven days' notice has been given by the Secretary to all members informing them of the date, time and place of the Emergency General Meeting.

AMENDMENTS TO CONSTITUTION AND INTERPRETATION

Article 29

The Constitution of the Association shall not be amended except with the consent of not less than two thirds of the members present at a general meeting and the amended rules shall not come into force without the prior sanction of the Registrar of Societies.

Article 30

In the event of any question or matter arising out of any point pertaining to day-to-day administration of the Association which is not expressly provided for in the rules, the Executive Committee shall have the power to use their own discretion. The decision of the Executive Committee shall be final unless it is reversed at a general meeting of members.

MISCELLANEOUS

Article 31

No member, unless authorised by the Executive Committee, may utilize the name of the Association or represent the Association to participate in the activities sponsored by or meetings held by other societies.

PROHIBITIONS

Article 32

- a) Gambling of any kind, whether stakes or not, is forbidden on the Association's premises. The introduction of materials for

- gambling or drug taking and of bad characters into the premises is prohibited.
- b) The funds of the Association shall not be used to pay the fines of members who have been convicted in court, or for any other purpose incompatible with the aims of the Association.
 - c) The Association shall not attempt to restrict or in any other manner interfere with the trade or prices or engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
 - d) The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Executive Committee or members.
 - e) The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
 - f) The Association shall not raise funds from the public for whatever purpose without the written approval of the Registrar of Societies and other relevant authorities.

DISSOLUTION

Article 33

- a) The Association shall not be dissolved, except with the consent of not less than 3/5

- of the members of the Association expressed either in person or by proxy at a general meeting convened for the purpose.
- b) In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged, and the remaining funds shall be given to a charitable organisation as decided at the general meeting.
 - c) Notice of dissolution shall be given within 7 days of the date of dissolution to the Registrar of Societies.