



Constitution

17th November 2018

1. Name

The name of the organisation shall be - Association of Lipspeakers.

2. Aims and Objectives

The aims of the Association shall be to represent Lipspeakers as a professional body, and to promote lipspeaking and its good practice by:

- Supporting Lipspeakers by disseminating information, providing learning opportunities and assisting in professional development
- Representing the views and concerns of Lipspeakers to external bodies
- Promoting professional standards within Lipspeaking

Encouraging the training and development of Lipspeaking

3. Structure

The Association shall have the following structure:

There shall be two categories of membership:

3.1. **Full membership:** This shall be open to those who hold a Level 3 Lipspeaking qualification and who are registered with the National Registers of Communication Professionals working with Deaf and Deafblind People, herein known as NRCPD, as a Lipspeaker. Prospective members should show support for the ethos and integrity of the association.

Membership benefits:

- Free advertising in the Directory on the ALS website
- Training arranged by the ALS at a reduced rate
- Continuing Professional Development opportunities provided
- Regular news updates from the Information Officer
- Access to a community of Lipspeakers

There is also the opportunity to:

- Represent the profession of Lipspeakers on external boards/committees and publicising the Association and its work at conferences and events
- Serve on the committee to shape the profession

3.2 Entry to the ALS Directory of Lipspeakers shall be on condition of the following; Current registration with the NRCPD under the category of Lipspeaker, adherence to the Code of Conduct for Lipspeakers and full payment of the membership fee.

3.3 All members should uphold and respect the aims and the objectives of the ALS. Any person who does not uphold the professional reputation of lipspeakers may after a discretionary review by the committee members be refused membership.

3.4. **Associate membership** This category is for those with an interest in Lipspeaking, students of Lipspeaking, deaf clients and colleagues, and those who support and subscribe to the aims and objectives of the Association.

3.5 The associate member should subscribe to the principles of ALS and membership can be refused and is at the discretion of the committee.

Membership benefits:

- Workshops arranged by the ALS
- Regular news updates from the Information Officer

There is also the opportunity to:

- If invited, serve as an Ambassador for the Association

4. Subscription

All membership shall be subject to payment of an annual sum laid down by the Committee, the limits to be determined annually by the Committee by the time of the Annual General Meeting. Membership shall lapse if the annual subscription is not paid within a period of 1 month after renewal is due. Fees shall be deemed payable on 1st January every year irrespective of the date of joining the Association. Joining mid-term will incur a pro-rata fee.

5. Officers

5.1. The Committee members shall be elected every 3 years. All candidates for election must consent to office and must be proposed and seconded by at least two voting members of the Association, in writing, received by the Secretary not less than 28 days before the Annual General Meeting.

5.2. Only Full members of the Association shall be eligible to vote and hold office in the Association. However, the committee aims to encourage students by, where appropriate, co-opting them onto the committee.

5.3. The committee may co-opt a student member onto the committee to provide an opportunity for the student voice to be heard. They will not be eligible to vote.

5.4. At the Association's Annual General Meeting the following officers shall be elected for a subsequent period of 2 years.

Chair

Vice Chair

Secretary

Treasurer

Any other Committee member as may be approved by the Association

5.5. At any election only 2 out of the 4 officer posts will be eligible for election every 2 years, of which, the Chair and Vice Chair posts cannot be up for election in the same year. No Officer shall hold a position for a period exceeding in any five-year period, unless in exceptional circumstances, when they may hold office for a final year.

6. Committee Meetings

6.1. The Committee shall hold 2 meetings per year both of which are to be minuted. Meetings shall be convened by the Secretary or Chair by notice to member of the Committee.

6.2. These meetings may be in person, or arranged virtually, dependent on availability and cost of travel. However, at least one meeting per year, in addition to the Annual General Meeting must be held where members of the committee are physically present.

6.3. Extraordinary meetings of the Committee shall be convened at the request of its members, or more formally, by petition of at least 10 full members.

6.4. Such a meeting must be convened within 6 weeks of receipt of the request or petition, by the Secretary. Notice of the meeting must be circulated to the Committee at least 21 days before the date thereof and must include the reason for the petition.

6.5. The Quorum at any Annual General Meeting of the Association shall be 25 voting members of the Association or 25% of the voting membership present, whichever is the lesser.

6.6. The Quorum at any meeting of the Committee shall be three voting members of the Committee. In the event of an equality of votes, the vote of the Chair of the meeting shall hold the deciding vote. In circumstances where an important decision needs to be made, and the meeting is not quorate, the remaining committee members will need to be consulted and vote via email within 3 working days after the meeting.

6.7. Provision shall be made in all meetings for minutes to be taken for circulation to members of the Committee and to members of the Association in case of General Meetings.

6.8. In the event of an Extraordinary Committee meeting, minutes must be taken and circulated to all petitioners.

7. Powers of the Committee are:

7.1. Subject to lawful consent, to raise funds by way of gifts, grants, loans and fund-raising activities. The Association shall not undertake permanent trading activities.

7.2. To apply the funds of the Association in any lawful way for the furtherance of its aims. This shall not be deemed to preclude the payment of out-of-pocket expenses to the Association members.

7.3. To establish and operate current and deposit accounts in any bank or building society in the United Kingdom in the name of the Association.

7.4. To employ and pay any persons not being a member of the Committee to supervise, organise and carry out the work of the Association.

7.5. Subject to lawful consent to dispose of or to return to account all or any of the assets of the Association.

7.6. To delegate such powers as are thought necessary for the furtherance of the aims of the Association, provided that any persons or sub-committees so employed report fully and promptly to the Committee.

8. General Meetings

8.1. The Association shall hold an Annual General Meeting at a time and place to be decided by the Committee: Members and affiliates will be notified no less than 60 days before the date of the proposed meeting.

8.2. The Association's Committee may call an extraordinary Meeting should the need arise. Members and affiliates will be notified no less than 30 days before the date of the proposed meeting.

9. Communication

Members are asked to remember that, whilst displaying/using the ALS name/logo, (whether written communication or at events where the badge is displayed), they are representatives of the Association and should therefore conduct themselves in a professional manner, abiding by the Code of Practice set out by the ALS membership www.lipspeaking.co.uk and the NRCPD Code of Conduct www.nrcpd.org.uk along with ethical principles.

10. Financial Arrangements

10.1. Each cheque drawn on current or deposit accounts held in the name of the Association shall require the signature of at least two of three named members of the Committee.

10.2. The financial year shall be 1st April to 31st March.

10.3. The Treasurer of the Association shall keep the accounts of the Association and shall submit them to the Committee and the Annual General Meeting.

10.4. The accounts shall be independently examined annually by Accountants approved by the voting members.

10.5. The Association agrees to reimburse the reasonable expenses of committee members in the pursuance of their duties on behalf of the Association.

It is expected that committee members shall make every effort to keep their expense claims to a minimum. In all expense claims, members will have the option of converting their claim into a donation to the Association.

11. Complaints

The ALS does not have the manpower to investigate complaints. The Association does not/will not get involved as it may prejudice any future investigations by the NRCPD.

12. Amendments of the Constitution

The Association shall amend the Constitution only by provision of a General Meeting at which the quorum shall be two-thirds of the voting members present.

The General Meeting shall be called according to the conditions in paragraph 8.

13. Dissolution of the Association

13.1 The dissolution of the Association shall be at the approval of no less than 2/3 of the voting members at a General Meeting.

13.2 In the event of dissolution, all funds shall be used in payment of outstanding debts. Any residual monies shall be disbursed to such charities as may be agreed by a simple majority at a General Meeting.

13.3 The Committee shall appoint an officer of the Association to disburse monies in accordance with the decision of the Association.

Definition of meanings:

Committee meetings - shall consist of the officers designated in paragraph 5.

Extraordinary Committee Meeting -shall consist of at least three of the officers designated in paragraph 5, two of which must be the Chair or Vice Chair or Secretary.

Annual General Meeting or General Meeting - must consist of the Chair or Vice Chair of the Association, Secretary and Treasurer. It shall be open to all members of the Association. Full members will be entitled to vote.

NRCPD – The National Registers of Communication Professionals working with Deaf and Deafblind people