

Constitution of the Association of Lipspeakers with Additional Sign (ALAS)

1st July 2026

CONSTITUTION

1. Name

The name of the organisation shall be: Association of Lipspeakers with Additional Sign.

2. Aims and Objectives

The aim of the Association shall be to represent Lipspeakers who have additional sign language skills and to promote lipspeaking and its good practice by:

- Providing support and fellowship to trainee and qualified Lipspeakers
- Representing the views and concerns of fellow Lipspeakers
- Encouraging the development of a national standard for lipspeaking with additional sign
- Upholding the professional reputation of lipspeakers
- Promoting the interests of deaf, deafened and hard of hearing people who use lipspeakers with additional sign
- Providing CPD and training opportunities
- Promoting public awareness of lipspeaking with additional sign

3. Structure

The Association shall have three categories of membership.

1. Full Membership

This shall be open to those who have both a Level 3 Lipspeaking qualification and minimum British Sign Language (BSL) level 2 qualification. They must also be registered with either the 'National Registers for Communication Professionals working with Deaf and Deafblind people' (NRCPD) or Scottish Register of Language Professionals with the Deaf Community (SRLPDC).

2. Associate Membership

This shall be open to those with an interest in lipspeaking and lipspeaking with sign. This includes retired lipspeakers.

3. Student Membership

This shall be open to all student lipspeakers on a 'Signature' approved course.

4. Subscription

Membership subscription rates shall be determined by the Committee and reviewed annually. Any lapse in NRCPD registration will mean automatic suspension of membership.

Full members are responsible for maintaining their eligibility for membership and must notify the association within 28 days of any lapse, suspension or removal of the professional registration required for Full Membership.

Failure to maintain the required registration, or failure to notify the Association of a change in registration status, may result in suspension or termination of membership.

5. Code of Conduct

All members of the Association shall conduct themselves in a professional manner and act in a way that supports the aims, objectives and reputation of the Association.

Full Members shall maintain any professional registrations and qualifications required for their membership category and shall comply with the relevant professional codes of conduct and standards of practice.

Members shall treat colleagues, service users and members of the public with dignity, respect and professionalism at all times.

Members shall not engage in conduct that may bring the Association into disrepute.

The Committee may develop and publish additional policies, guidance or codes of practice to support this Constitution.

6. Membership Suspension and Removal

Membership may be suspended or terminated where:

- Membership fees remain unpaid for more than three months after becoming due
- A Full Member ceases to meet the eligibility requirements for their membership category
- A member acts in a manner contrary to the aims and objectives of the Association
- A member's conduct brings, or is likely to bring, the Association into disrepute.

Before any decision to suspend or terminate membership is made, the member shall be informed of the reasons and given a reasonable opportunity to respond.

Any decision to suspend or terminate membership shall be made by a majority vote of the Committee.

A member may appeal such a decision in writing to the Committee within 28 days of notification. The Committee's decision following the appeal shall be final.

7. Officers

The committee shall be elected annually at the AGM.

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.

At every Annual General Meeting of the Association the following officers shall be elected:

- Chair
- Vice Chair
- Honourable Secretary
- Treasurer
- Membership Secretary
- Any other Committee member as may be approved by the ALAS

Committee Terms

Committee members shall serve for a term of one year and shall be eligible for re-election.

Any vacancy occurring during the year may be filled by appointment of the Committee until the next Annual General Meeting.

A Committee member may resign at any time by giving written notice to the Secretary.

8. Committee Meetings

The Committee shall meet at least twice annually, either in person or by electronic means, including video conferencing, telephone conferencing, or other agreed online platforms.

Quorum

A quorum for a Committee meeting shall be not less than three Committee members or one-third of the elected Committee members, whichever is greater. No decisions shall be made unless quorum is present.

Voting

Each committee member present at a meeting shall have one vote. Decisions shall be made by a simple majority of those voting.

In the event of an equal number of votes, the Chair shall have a casting vote in addition to their ordinary vote.

Voting may take place in person, electronically during an online meeting, or by written electronic communication where agreed by the Committee.

Minutes

Minutes shall be taken of all Committee meetings and retained by the Honourable Secretary. Approved minutes shall be made available to Full Members upon request.

9. General Meetings

The Association shall hold an Annual General Meeting (AGM) each year at a time and place, whether in person or online, to be decided by the Committee.

Notice of the AGM shall be given to all members at least 21 days in advance.

Quorum

A quorum for an AGM or Extraordinary General Meeting (EGM) shall be 20% of the membership.

If a quorum is not present within 30 minutes of the advertised start time, the meeting shall be adjourned and rearranged by the Committee.

Voting

Only full members shall be entitled to vote at General Meetings. Each Full Member shall have one vote. Decisions shall be made by a simple majority of those present and voting, except where otherwise specified in this Constitution.

In the event of an equal number of votes, the Chair shall have a casting vote.

Members attending online shall have the same voting rights as those attending in person.

Extraordinary General Meetings

An Extraordinary General Meeting (EGM) may be called by the Committee or upon receipt by the Secretary of a written request signed by no fewer than five Full Members. Notice of an EGM shall be given to members at least 14 days in advance and shall state the business to be considered.

10. Financial Arrangements

The dates of the financial year shall be 1st January - 31st December.

The Association shall maintain a bank account in its name. Any payments made on behalf of the Association shall be authorised by at least two Committee members, one of whom should normally be the Treasurer.

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

The accounts shall be subject to independent examination annually by an independent party.

11. Amendments of the Constitution

This Constitution may only be amended by a two-thirds majority of Full Members present and voting at an AGM or EGM, provided notice of the proposed amendment has been given in advance of the meeting.

12. Conflict of Interest

Committee members shall declare any actual, potential or perceived conflict of interest relating to matters under discussion. Any declaration of interest shall be recorded in the minutes.

A Committee member with a conflict of interest may be required by the Chair to withdraw from discussion or voting on the relevant matter.

Committee members shall act at all times in the best interests of the Association.

13. Data Protection

The Association shall comply with applicable data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Personal information shall be collected, stored and used only for legitimate Association purposes.

The Committee shall ensure that appropriate measures are in place to safeguard personal data and protect confidentiality.

Members shall have the right to access and request correction of personal information held about them in accordance with applicable legislation.

14. Dissolution of the Association

The Association may be dissolved by a resolution passed by not less than two-thirds of the Full Members present and voting at an Annual General Meeting or Extraordinary General Meeting called specifically for that purpose.

In the event of dissolution, all debts and liabilities of the Association shall be settled before any remaining funds or assets are distributed.

Any remaining funds or assets shall be transferred to an organisation with similar aims and objectives, as determined by the members at the meeting approving the dissolution.

The Committee shall be responsible for overseeing the orderly winding up of the Association.