



Association of Speech-Language Pathologists
Federation of Professional Bodies
The Professional Centre
Sliema Rd.
Gzira GZR 1633

STATUTE

1.0 Name

The name of the association shall be 'Association of Speech-Language Pathologists', or 'Assoċċazzjoni tal-Patologi tal-Lingwa Mitkellma' in Maltese, and hereinafter referred to as 'the Association' or 'ASLP'.

2.0 Mission

The mission of the ASLP is to promote the profession and ensure highest quality services through safe guarding the code of ethics, updating professional standards and creating opportunities for continuous professional development. It is a vehicle through which professional views can be disseminated to other organisations and public institutions. It creates opportunities to raise public awareness regarding Speech-Language Pathology.

3.0 Aims of the Association

- a) The promotion of the profession;
- b) The safeguarding of the code of ethics as specified by the association;
- c) The updating of professional standards with current developments;
- d) The creating of public awareness regarding Speech-Language Pathology and be a voice for the communication impaired as need arises;
- e) The maintenance of communications international and locally with similar organisations;
- f) To provide opportunities for continuous professional development;
- g) Taking any appropriate measure to fulfill the above aims.

The association is a non-profit making organisation registered with the Commissioner for Voluntary Organisations (VO/0301) and any funds raised are used solely to upkeep the above aims.

4.0 Registered address

The registered address of the ASLP shall be Malta Federation of Professional Associations, The Professional Centre, Sliema Road, Gzira GZR1633 or any other address as determined by the Association Committee (defined here under). The association may also make use of electronic address and contacts.



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5.0 Membership of the Association

Anybody, who has a recognised qualification to practise as a Speech-Language Pathologist (SLP) in Malta and who is also registered with the Council for the Professions Complimentary to Medicine, can apply for membership within the association. Application for membership will be made on the appropriate form, addressed to the secretary of the association and approved by the committee.

5.1 Student membership

Students following a degree course or equivalent in the area of Communication Sciences leading to the professional qualification of SLP may apply for associate membership. Student members will be recognised as associate members. Application for student membership will be made on the appropriate form, addressed to the secretary of the association and approved by the committee.

6.0 Registration fee and annual renewal of membership

Initial registration fee will be of €12 per member. First time members will pay €2.33 for every month until the end of the respective year. Consequently, an annual membership fee of €45 is payable on 1st January of each year after year of registration. Student membership fee will be of €12 annually. Membership fees are payable to the treasurer and are subject to change by committee upon approval either at the Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).

7.0 Termination or suspension of membership

To resign from the association a member must inform the secretary in writing. Suspension of a member can take place for one of the following reasons:

- a) The breaching of the Code of Ethics;
- b) The misuse of the premises or equipment belonging to the association;
- c) Failure of payment, within one year from when membership fee is due, following two reminders in writing by the treasurer.

For suspension of a member to take place, there must be four-fifths majority of the committee in favour. A person, whose membership has been terminated, may register, as a new member if s/he desires, given this was not based on ethical misconduct.



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8.0 Affiliations

ASLP should be affiliated with organisations with the same or similar objectives and aims on a national, European and international level.

9.0 Association committee

The committee of the association shall consist of ten members: President, Vice-president, Secretary, Treasurer, Ethics officer, Communications officer and four members. All members of the association shall be eligible for election as officials for two years. Elections take place during the AGM or EGM called for this purpose. All full members, who have their membership fee paid up to the respective year and are present at the AGM are eligible to vote. On the year when elections are not due a vote of confidence is taken. Should there be any objections, an EGM is to be called within a month to elect a new committee. Student members do not possess any voting power. Both full members and student members will be entitled to participate in the debate.

9.1 Nomination

Any full member who has the membership fee paid up to the respective year may be nominated for election as a committee official. All officials serving in the committee are to be elected during the AGM or EGM called for this purpose. Each candidate must be nominated and seconded by two different members. Nominations have to be formally made and seconded in writing. These are to be submitted at the AGM. An electoral commission made up of two members is to be approved by those present at the AGM, when an election needs to take place. If more candidates than required submit a nomination, a secret vote may be taken and supervised by the electoral commission.

9.2 Assignment of officials

Once the committee members are elected the official posts are decided among those elected during the first ensuing committee meeting. The posts are to be communicated to members following such meeting.

9.3 Suspension of officials

Any official who does not attend two consecutive meetings without a valid reason will be removed from office. In this situation the committee may approach any full member to fill the post of official. Confirmation of office is by majority vote within the committee.



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10.0 Duties of committee officials

10.1 President

The president has the following responsibilities:

- a) Call meetings;
- b) Preside over such meetings;
- c) Explain the matters to be discussed;
- d) Ensure the execution of the decisions taken;
- e) Ensure that minutes of meetings are kept. These are to be read out at the next meeting to confirm their correctness. President or secretary or their substitute present at that meeting signs these;
- f) Represent the association at formal events;
- g) Represent the association in all judicial matters;
- h) This position may be held for not more than three terms (six years) unless there is a change of secretary for continuity purposes. In the case of any other extraordinary circumstances the term of presidency may be retained/extended for a further term on approval at an AGM or EGM called for this purpose.

10.2 Vice-President

In the absence of the president, the vice-president shall assume his/her responsibilities. Whenever both president and vice-president are unable to attend, the members present shall elect their own chairman for that meeting.

10.3 Secretary

The secretary has the following responsibilities:

- a) All correspondence (except that relating to financial matters, which should be dealt with by the treasurer);
- b) Communication with the members and outside parties;
- c) Keep the minutes of every meeting;
- d) Confirm their correctness by signing them;
- e) Coordinate with the treasurer to keep an up to date list of paid up members and seek ways of encouraging continuation of membership and engaging new members.

In the secretary's absence another member present will then be nominated to act as secretary for that meeting.



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10.4 Treasurer

The treasurer has the following responsibilities:

- a) Administer the finances of the association;
- b) Ensure payment of membership fees by all;
- c) Keep an accurate record with receipts of all financial transactions of the association;
- d) Submit a financial report in line with Act No. XXII of 2007 – Act to regulate Voluntary Organisations and their administration and LN 379 of 2012. The said report is to be signed by not less than two officials and these are to be ready and presented during the AGM. Accounts are to be presented and approved by the association committee during the committee meeting prior to the AGM;
- e) Prepare and deliver a treasurer’s report for approval at the AGM;
- f) Coordinate with the secretary to keep an up to date list of paid up members and seek ways of encouraging continuation of membership and engaging new members.

No expenditure on behalf of the association may be incurred without the specific or general authorisations of the committee.

10.5 Ethics officer

The ethics officer has the following responsibilities:

- a) To coordinate the work of the ethics sub-committee as described hereunder;
- b) To ensure that code of ethics of the association is kept up to date with current needs;
- c) To ensure that there is dissemination of code of ethics amongst ASLP members;
- d) To represent ASLP on matters related to ethical issues.

10.6 Communications officer

The communications officer has the following responsibilities:

- a) To promote the association and its events through all media;
- b) To coordinate with the committee and get its approval prior to disseminating sensitive information or any other information that is not directly related to the profession;
- c) To manage and refrain others from posting personal comments on the association’s profiles on social media and website;
- d) To have the primary responsibility to monitor the social media of the association and to delegate such duties to designated administrators.



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11.0 Meetings of the Association

11.1 General Meetings of the Association

In line with Act No. XXII of 2007 (the Act to regulate Voluntary Organisations and their administration and LN 379 of 2012, the AGM shall be called by not later than March of each year. The aims of the general meetings are:

- a) To present the annual report;
- b) To present the financial report;
- c) To elect or confirm the committee officials;
- d) To discuss other matters presented in the meeting's agenda.

11.2 Extraordinary General Meetings of the Association

An EGM can be called at any time, when two-thirds of the members request such a meeting. A quorum of 51% needs to be reached for a meeting to start. An agenda has to be set prior to the meeting. Only set agenda can be discussed at the meeting.

11.3 Committee meetings

- a) Committee meetings are to be held at least every eight weeks on agreement of committee members;
- b) Members are to be informed of the date, venue, time and agenda beforehand;
- c) A meeting can only be held if a quorum not less than four members present is reached. If this is not possible, the meeting is to be postponed to a later date;
- d) Members unable to attend are to inform the president or secretary beforehand giving valid reasons;
- e) All decisions are to be taken by majority vote.

12.0 Filling of vacant posts in committee

Vacancies in committee shall be filled by co-opting the member(s) who, at the general meeting for the election of the committee, obtained the next highest number of votes. If there are two or more of such members, the more senior in membership shall be appointed. If no one is available, it shall be within the discretion of the president either to call an EGM for the filling of the vacancy/vacancies or to leave the vacancy/vacancies open until the next AGM.



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13.0 The Ethics sub-committee

The Ethics sub-committee supports the mission and objectives of ASLP by:

- a) Upkeeping the code of ethics and standards of professional practice;
- b) Addressing ethical complaints by responding to charges of ethical misconduct; investigating any charges brought before the committee.

This sub-committee is to be made up of three members, chaired by the ethics officer who is also a member of the association committee assisted by two other members from among the members of the association.

13.1 The duties of the Ethics sub-committee include:

- a) To monitor developments both locally and internationally, of an ethics nature and ensure that the locally applicable regulations are in line with such developments;
- b) To consider all matters under jurisdiction concerning questions of professional ethics and conduct brought to its attention or other matters as assigned by the association committee;
- c) To receive and investigate all complaints referred to the association concerning alleged violations of the Code of Ethics and Professional Conduct. Complaints can only be lodged against current members of the association;
- d) To serve as advisor on issues related to the interpretation and application of the Code of Ethics and Professional Conduct;
- e) To be responsible for studying and reporting to the association committee on proposed amendments to or changes in the Code of Ethics and Professional Conduct;
- f) To be a point of referral for clients/patients who may contact the ASLP both to request information or to initiate a complaint;
- g) To provide information to clients on how to make a complaint to the appropriate board;
- h) To receive annually a log of Continuous Professional Development (CPD) activities carried out by all ASLP members to ensure all members are in line with code of ethics in this respect.

13.2 Limitations of the Ethics sub-committee

- a) It has no authority to investigate members of other professions or members of their own profession who are not members of the association;
- b) It is important to realise that there are limits to the sanctions the ASLP can levy against one of its members. In cases where the infraction is relatively minor, the professional may be educated about the ethical standards or they may be required to take additional training or agree to limit their practice to areas in which they are competent;



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- c) The most severe sanction the ASLP can enforce is suspension from the association. The ASLP has no legal authority to stop an SLP from providing services to the public. However, the ethics sub-committee may be asked to present a case in front of the Council for Professionals Complimentary to Medicine.

13.3 Ethics sub-committee office

The sub-committee is elected for two calendar years. The ethics officer is to be elected according to the procedure set for others officials of the committee. The other two members are to be nominated by the association committee and approved by the members of the association during the AGM or EGM called for this purpose. If chosen candidates are not approved by the members, others are to be sought. The ethics officer and members on the sub-committee may sit on the sub-committee for as long as they feel they can contribute, given they have the approval as explained above.

14.0 Other sub-committees

Other sub-committees may be set up according to the ongoing exigencies of the association.

15.0 Financial matters

The committee has the right to assign signatories for financial transactions. In all cases there must be a minimum of two signatories, one of whom must be the president or the treasurer.

16.0 Amendments to statute

Amendments to this statute are to be duly proposed and seconded so as to be discussed at a duly notified general meeting (an AGM or EGM). Resolutions or amendments should be received three weeks prior to the AGM/EGM and communicated to all members, at least ten days prior to the AGM/EGM. Adoption of such amendments requires a majority vote of the association members present at the meeting.

17.0 Dissolution of the Association

Dissolution of the association requires the presence of 75% of the association members at a meeting convened specifically for the purpose. Each member shall have one vote. A majority vote is required.

The distribution of assets of the association between the members at such dissolution shall be *pro rata* according to the number of years of membership. Any member(s) that withdraws from the association will not be entitled to any of the assets. However,



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this/these member(s) will be responsible for any liabilities that might have been incurred during the membership period. This will be solely at the discretion of an EGM called for the purpose.