
Asian Australian Lawyers Association

National Member Recognition Policy

1. Scope

1.1. This policy applies to:

- 1.1.1. AALA Executive and Branch Committee Members and ordinary Members;
- 1.1.2. how AALA provides services to its Members and how it interacts with other members of the public; and
- 1.1.3. how AALA advances and recognises leadership and excellence among its Members by way of:
 - 1.1.3.1. reference letters; and
 - 1.1.3.2. nomination letters for any award external to AALA or other form of recognition external to AALA.

2. Aims

- 2.1. AALA is committed to providing a cohesive professional network to advocate for, and provide support to, its Members and to benefit from shared learning and experience.
- 2.2. AALA is dedicated to advancing and recognising leadership and excellence among Asian Australians and those with an interest in Asia.
- 2.3. In accordance with this policy, AALA can provide a reference letter and/or a nomination letter for Members who are committed to AALA's purposes and values, unless there are compelling reasons not to provide such a reference letter or nomination letter.

3. Provision of reference letters for Members

- 3.1. If a Member wishes to obtain a reference letter from AALA for any work performed for or within AALA, the Member must submit a request for a reference letter to:
 - 3.1.1. their Branch President;
 - 3.1.2. their Branch Secretary;
 - 3.1.3. the National President;
 - 3.1.4. the National Vice President; or
 - 3.1.5. the National Secretary.
- 3.2. After the Member submits a request for a reference letter in accordance with cl 3.1, the Member's relevant Branch Committee or the AALA Executive Committee:
 - 3.2.1. must consider the request fairly and reasonably; and

- 3.2.2. by Ordinary Resolution, may provide a reference letter using the AALA letterhead.
- 3.3. If the Member's relevant Branch Committee or the AALA Executive Committee decides to provide the Member with a reference letter in accordance with cl 3.2.2, the reference letter must note that the reference letter is signed by the Member's relevant Branch Committee or the AALA Executive Committee as relevant and the reference letter must be provided to the Member within a reasonable period of time.
- 3.4. A Member may seek a reference letter from both the AALA Executive Committee and their relevant Branch Committee in accordance with cl 3.1.
- 3.5. The AALA Executive Committee and the relevant Branch Committee may, by Ordinary Resolution, provide a reference letter to a Member even if the Member has not submitted their own request for a reference letter in accordance with cl 3.1.¹
- 3.6. This policy does not restrict:
 - 3.6.1. any AALA Executive Committee Member or Branch Committee Member from providing a verbal reference for a Member; or
 - 3.6.2. any AALA Executive Committee Member or Branch Committee Member in their personal capacity from providing a reference letter for a Member.

4. Provision of nomination letters for Members

- 4.1. If a Member wishes to obtain a nomination letter from AALA for any award external to AALA or other form of recognition external to AALA, the Member must submit a request for a nomination letter to:
 - 4.1.1. their Branch President;
 - 4.1.2. their Branch Secretary;
 - 4.1.3. the National President;
 - 4.1.4. the National Vice President; or
 - 4.1.5. the National Secretary.
- 4.2. After the Member submits a request for a nomination letter in accordance with cl 4.1, the Member's relevant Branch Committee or the AALA Executive Committee:
 - 4.2.1. must consider the request fairly and reasonably; and
 - 4.2.2. by Ordinary Resolution, may provide a nomination letter using the AALA letterhead.
- 4.3. If the Member's relevant Branch Committee or the AALA Executive Committee decides to provide the Member with a nomination letter in accordance with cl 4.2.2, the nomination letter must note that the nomination letter is signed by the Member's relevant Branch Committee or the AALA Executive Committee as relevant and the nomination letter must be provided to the Member within a reasonable period of time.

¹ For example, a third party may request a reference letter in respect of a Member.

- 4.4. A Member may seek a nomination letter from both the AALA Executive Committee and their relevant Branch Committee in accordance with cl 4.1.
- 4.5. The AALA Executive Committee and the relevant Branch Committee may, by Ordinary Resolution, provide a nomination letter to a Member even if the Member has not submitted their own request for a nomination letter in accordance with cl 4.1.²
- 4.6. This policy does not restrict:
- 4.6.1. any AALA Executive Committee Member or Branch Committee Member from providing a verbal nomination for a Member in relation to any award external to AALA or other form of recognition external to AALA; or
 - 4.6.2. any AALA Executive Committee Member or Branch Committee Member in their personal capacity from providing a nomination letter for a Member.

5. More information

- 5.1. If you have a query about this policy or need more information, please contact the AALA National Secretary.

6. Review details

- 6.1. This policy was adopted by AALA on 24 August 2021.
- 6.2. This policy was last updated on 24 August 2021.

² For example, a third party may request a nomination letter in respect of a Member.