



**The
Australian
Association
of
Special
Education
inc.**

**AASE National
Handbook
Number 6**

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**MANAGEMENT
GUIDELINES
FOR
AASE BRANCHES**

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6.1 CONTEXT

- 6.1.1 AASE exists in Australia at three levels:
 - a) at the National level (AASE National Council)
 - b) at the State or Territory level (Chapters)
 - c) at the local or regional level (Branches)
- 6.1.2 AASE Branches are formed and continue to function in accordance with Article 3.19(c) of the AASE Constitution and Rules. Essentially, this means that persons who form AASE Branches, and attend Branch meetings, are and remain to be financial members of the Australian Association of Special Education Inc.
- 6.1.3 AASE Branches are recognised as being an ideal mechanism by which professional learning and closer involvement in the functions and activities of AASE can be attained by a greater number of AASE members.
- 6.1.4 Each AASE Branch operates its business functions and activities in accordance with the AASE Constitution and Rules, and the instructions of the Executive Committee of its Chapter, of AASE National Council and the Executive Committee of AASE National Council.

6.2 FORMATION OF BRANCHES

- 6.2.1 An AASE Branch may be formed if at least ten financial members of AASE, residing in the local area, convene a meeting for the purposes of forming a Branch of AASE to service their professional needs (AASE Constitution and Rules, Article 3.1(c)(i)).
- 6.2.2 A request to form an AASE Branch should be forwarded to the Chapter Secretary, including the name and AASE membership number of each of the persons who attended the meeting. On confirmation of the membership status of each of the minimum persons who attended the meeting, and after ratification by the Chapter Executive Committee, the Chapter Secretary may endorse the creation of the new Branch within the Chapter.
- 6.2.3 The Executive Committee of the relevant Chapter may be instrumental in the formation of a new Branch, either through the actions of AASE members residing in the area of the proposed Branch (see 6.2.1 above), or on its own initiative (based on known active AASE members residing in a particular area of the Chapter).
- 6.2.4 When approval for the formation of a new Branch has been received from the Chapter Secretary nominations will be called for executive positions of the Branch (Article 3.1(c)(i)). The Executive positions for the Branch, to be filled by a vote of eligible AASE members (those residing within the bounds of the Branch), are:
 - (a) President
 - (b) Vice-President
 - (c) Secretary
 - (d) Treasurer

- 6.2.5 Branch Executive office bearers (see 6.2.4(a) to (d) above) hold office for a period one year, in the first instance, and may be re-elected for a further term of office (Article 8.5(h)).
- 6.2.6 The Executive Committee of the relevant Chapter will monitor the functions of each Branch, within its jurisdiction, through a process of regular interaction.

6.3 DUTIES OF BRANCH EXECUTIVE MEMBERS

- 6.3.1 The **Branch President** will:
- (a) preside at all meetings;
 - (b) ensure that the rules of AASE are adhered to.
 - (c) shall have a casting vote only.
- 6.3.2 The **Branch Vice-President** will:
In the absence of the President, the Vice presiding as Branch President, will have all the powers of the President.
- 6.3.3 The **Branch Secretary** will:
- (a) be responsible for the notification and organisation of agenda of all meetings.
 - (b) attend to all correspondence of the Branch, and carry out the instructions of the President in regard to the same.
 - (c) be responsible for recording the minutes of the proceedings of all meetings of the Branch.
 - (d) keep an official record of the Constitution of AASE, correctly amended, and a full set of AASE Handbooks to assist in the correct functioning of the Branch.
 - (e) keep a register of AASE members eligible to attend Branch meetings.
 - (f) inform the Chapter Secretary, within one month of Branch elections, the name and full contact details (work and home address, work and home telephone numbers, mobile telephone number, and email address) for each of the Branch's new Executive.
- 6.3.4 The **Branch Treasurer** will:
- (a) be responsible for the receipt of all monies of the Branch and the payment of all accounts, as directed by Branch Executive.
 - (b) keep an accurate record of all receipts and expenditure in a manner acceptable to Branch Executive, and the AASE auditor.
 - (c) operate the Branch bank account/s as directed by Branch Executive.
 - (d) present a statement of income and expenditure to each meeting of the Branch. Such statement should cover the period from the previous meeting to the date of the present meeting.
 - (e) at the conclusion of each financial year present financial records (for that period) to the auditor appointed by AASE National Council, for audit and preparation of the Branch's annual financial report, and for inclusion in the AASE Consolidated Financial Report for that period.

6.4 BRANCH FINANCIAL MANAGEMENT

- 6.4.1 The Chapter Executive may provide an initial seeding grant when a new Branch is established (***This is not an instruction, but rather a suggestion. Chapter funding of Branches, if any, is at the discretion of the Chapter Executive Committee.***)
- 6.4.2 The Chapter Executive may provide an annual grant to each of its Branches, equivalent to the per capita fee received by Chapter from AASE National and the number of AASE members in each Branch (***This is not an instruction, but rather a suggestion. Chapter funding of Branches, if any, is at the discretion of the Chapter Executive Committee.***)

- 6.4.3 An AASE Branch may strike an additional levy/fee when necessary, approved at a Branch general meeting by the majority vote of eligible members, to assist in meeting the costs of additional projects or services that the Branch proposes to undertake (Article 5.1(d)).
- 6.4.4 Branch finances may be managed in one of two ways, by:
 - (a) the Chapter Executive Committee through the Chapter bank account
 - (b) self-managed by the Branch Executive (**Parts 6.4.5 to 6.4.15 below then apply**).
- 6.4.5 Members of the Branch Executive will be nominated and authorised to sign cheques, and/or other bank documents, in the name of the Branch (Article 5.2(b)).
- 6.4.6 In all instances the Chapter Treasurer will be one of the authorised signatures to Branch bank accounts.
- 6.4.7 All Branch bank accounts will operate on an “any two to sign” procedure (Article 5.2(c)), and two of the authorised signatures must sign cheques issued in the name of the Branch, and any other bank documents requiring signature authorisation (Article 5.2(c)).
- 6.4.8 Branch Executive will ensure that the authorised signatures to its bank accounts are at all times active members of the Branch.
- 6.4.9 The AASE Financial Year, at National, Chapter and Branch level, begins on July 1 in any year and ends on June 30 of the following year (Article 5.4(a)).
- 6.4.10 The Branch Treasurer is required to maintain the financial records of the Branch in accordance with any instructions given by the Chapter Treasurer and/or the AASE National Treasurer.
- 6.4.11 The Branch Treasurer will use the AASE Cashbook spreadsheet (Microsoft Excel) to maintain a record of Branch income and expenditure for each financial year.
- 6.4.12 The Branch Treasurer will maintain a file of monthly bank statements for each of the Branch’s bank accounts (cheque, investment, and/or online saver accounts).
- 6.4.13 The Branch Treasurer will maintain a hardcopy record of all income received (kept in Branch receipt book number order), as well as a hardcopy record of all tax invoices for which payment has been authorised and a cheque issued (kept in Branch chequebook number order). These hardcopy records will correspond to the order in which income and expenditure has been recorded on the Branch’s Excel Cashbook spreadsheet.
- 6.4.14 The Branch Treasurer will make full reconciliation of the Branch’s financial activity for each financial year, during the month of July, and immediately after the receipt of bank statements for the month of June each year.
- 6.4.15 Before July 31 each year the Branch Treasurer will prepare all bank deposit books, cheque books, bank statements, and all income/expenditure data for the financial year just completed to forward on to the AASE auditor (as advised by AASE National Treasurer).

6.5 BRANCH MEETINGS

6.5.1 Branch Annual General Meeting

- (a) The Annual General Meeting of the Branch will be held no later than five months after the completion of each financial year, and before December 1 each year (Article 9.1(a)).

(b) The main business of the Branch Annual General Meeting is to receive the reports of the Branch President and Treasurer, and to elect a new Branch Executive for the ensuing year (see 6.2.4 above, and Article 9.1(b) [AASE Constitution and Rules]).

6.5.2 Branch General Meetings

- (a) At a minimum of two Branch general meetings will be held during each financial year (Article 9.2(b)).
- (b) The Branch Executive Committee will decide the time and place for each general meeting and it will be the responsibility of the Branch Secretary to inform all eligible members of the agenda for the meeting, at least 14 days prior to the scheduled date (Article 9.5(b)).

6.5.3 Branch Special General Meetings

- (a) Special General Meetings are convened by Branch Executive when it is considered necessary, and for the specific purpose of resolving a specific issue.
- (b) The Branch Secretary will inform eligible members of the venue, time and date of the Special General Meeting, and the specific business to be discussed, at least 21 days prior to the meeting (Article 9.5(c)).
- (c) No other business, other than that stated on the notice of meeting circulated by the Branch Secretary, may be discussed at a Branch Special General Meeting (Article 9.4.b)).

6.6 BRANCH REPORTING RESPONSIBILITIES

- 6.6.1 Chapter Executive will negotiate with Branch Executive a process by which regular contact between Chapter and Branch can be maintained.
- 6.6.2 Branch Executive will ensure that regular contact with its Chapter Executive is maintained.
- 6.6.3 The Branch Executive will make regular formal reports to its Chapter Executive in regard to the functions and activities of the Branch over the previous period.
- 6.6.4 The timing of interaction between the Chapter and its Branches, as well as the frequency of Branch reports, shall be determined by Chapter Executive but shall not be less than twice yearly to coincide with the need for Chapters to report to AASE National Council.
- 6.6.5 The Branch Executive will ensure that all financial records are prepared in readiness for forwarding to the AASE auditor by July 31 each year.
- 6.6.6 The Branch Executive will take immediate action to report to its Chapter Executive any proposal to suspend Branch activities (when, for lack of active members, inability to fill vacant Branch Executive positions, the Branch becomes inactive).
- 6.6.7 The Branch Executive will ensure that the Branch Secretary will report to Chapter Executive, within one month, any change to Branch Executive, due to a casual Executive vacancy occurring. Such information will include position of the casual vacancy, the name of the person nominated to fill the vacancy, and all relevant contact details, as described in 6.3.3(f) above.

6.7 BRANCH CLOSURE

- 6.7.1 Branches may, from time to time, suffer a period of inactivity due to a lack of numbers (i.e. lack of active/interested AASE members residing in the area), or through an inability to form a full Branch Executive. In this instance, a member of Branch Executive, so authorised, will inform Chapter Executive within one month of the decision being made for the Branch to go into a period of recess.

- 6.7.2 When a Branch elects to enter into a period of inactivity it is essential that a member of the Branch Executive takes responsibility for the financial records of the Branch, including remaining an authorised signatory to Branch bank accounts, and receiving monthly bank statements.
- 6.7.3 Chapter Executive, and AASE National Treasurer, will, within one month, be informed of name and contact details of the Branch Executive member who has accepted responsibility for the Branch's financial records.
- 6.7.4 The Branch Executive member accepting responsibility for the financial records of an inactive Branch will also ensure that the financial records for that financial year are prepared for forwarding to the AASE auditor in accordance with 6.4.15 above.
- 6.7.5 If, in the opinion of available Branch Executive, there is no possibility of the Branch remaining viable, the authorised Branch Executive member will inform Chapter Executive of the decision to close the Branch, within one month of the decision having been made.
- 6.7.6 In the event of a Branch being closed all Branch records will be forwarded to the Chapter Executive.
- 6.7.7 When a decision has been made to close a Branch all Branch assets, financial and material, become the property of the Chapter. The Branch Executive will ensure that the bank account/s of the Branch are closed and all funds remaining after all accounts have been paid (and cleared through the bank account) are forwarded to the Chapter Treasurer for deposit in the Chapter bank account.
- 6.7.8 Chapter Executive will endeavour to support each of the Chapter's Branches to maintain a strong local/regional representation of AASE members in the activities, functions and development of policy of the Association.