



## Branches / Sub-Branches Charter – Section 10.1

### 1) The Membership and Establishment of Branches / Sub-Branches

(NB: Reference to Branch implies Sub-Branch also)

- a) Members shall be associated into branches of the Institute. Each branch shall comprise the members ordinarily resident within the district in respect of which that branch is established.
- b) The branches of the Institute shall be the branches established on the specified day and such other branches as the Board of Directors may from time to time establish under the provisions of the IQA constitution. Particulars of the branches and the districts in respect of which they have been established are set forth in Appendix A to the constitution.
- c) **The power to establish a new branch shall be vested in the Board of Directors** and shall not be exercised unless the Board of Directors is of the opinion that there are a substantial number of members ordinarily resident within a district (whether or not that district or part thereof forms part of a district in respect of which an existing branch is established) whose needs, interests or convenience are not adequately met by the activities of existing branches.
- d) In the exercise of its power to establish a new branch or otherwise the Board of Directors may from time to time **redefine the district** in respect of which an existing branch is established.
- e) Where the Board of Directors is of opinion:
  - i) that the number of members comprised in a branch no longer justifies the existence of that branch, or
  - ii) that the needs, interests or convenience of the members comprised in a branch would be met more adequately by the activities of other existing branches or by the establishment of new branches, or
  - iii) that the branch is not adhering to the IQA's strategic plan, policies and procedures and after appropriate consultation and mediation, if it was deemed that the branch was not acting in the best interests of the IQA, or
  - iv) that it is the wish of the members of a branch,

it may **dissolve that branch** and may allocate the district in respect of which it was established to other branches.

### 2) Composition of Branches

- a) **Subject to the directions of the Chief Executive Officer**, the affairs of each branch shall be managed by the branch committee which shall comprise **three or four officers** and such number of ordinary committee members as the branch in general meeting may from time to time determine.
- b) The officers of the branch shall be:
  - i) the branch Chairperson,
  - ii) the branch Deputy Chairperson, if elected
  - iii) the branch Secretary, and
  - iv) the branch Treasurer, if elected.
- c) **The officers of the branch shall be elected at each Annual Meeting of the branch.** They shall hold office from the conclusion of that Annual Meeting until the conclusion of the next Annual Meeting of that branch, and shall then be eligible for re-election. The Branch may delegate the role of Treasurer or Secretary to a representative as appointed through the National office.



- d) The ordinary committee members of the branch shall be elected by the branch at each Annual Meeting of the Branch. They shall hold office from the conclusion of that Annual Meeting until the conclusion of the next Annual Meeting of that branch, and shall then be eligible for re-election.
- e) **Any casual vacancy on the branch committee** may be filled by an appointment by the branch committee. Such an appointee shall retire at the Annual Meeting next following their appointment and shall then be eligible for re-election.
- f) **No person other than a member** comprised in the branch shall be elected or appointed to the branch committee.

### 3) Branch Meetings

- a) **There shall be an Annual Meeting of the branch in each year.** The Annual Meeting shall be a general meeting of the branch and shall be held within the first three months of each financial year or as soon as may be practicable. Refer to Section 10.8 Membership and Establishment of Branches for further details in relation to the Annual Meetings.
- b) The branch committee may arrange such meetings of the branch, other than the Annual Meeting, as it shall think fit.
- c) A quorum for general meeting of the Branch or Sub-Branch is one third of the current number of committee members. If the total number is an odd number, then the quorum will be rounded down to the next number.
- d) A quorum for the Annual Meeting of a Branch or Sub-Branch AGM is one half of the current number of Branch Officers and committee members prior to the AGM being held. (If the total number is an odd number, then the quorum will be rounded up to the next number).
- e) Any member, that do not reside in the branch designated area (as per Appendix A to the constitution), may attend the meetings of the branch, including the Annual Meeting, and may, with the consent of the Chairman of the meeting, take part in the proceedings thereat. The member may only vote at the AGM of their nominated branch.
- f) Subject to the provisions contained in the constitution the Branch in general meeting may make such regulations for the conduct of its affairs as it thinks fit **subject to the approval of the Board of Directors.**

### 4) Duties and Responsibilities

The responsibilities of the Branches shall be:

- To provide education, networking, advocacy and support to its members and potential members
- To establish a financial year budgeted surplus for consideration and approval by the IQA Board. Each Branch & Sub-Branch are required to incorporate a proportion of national officer overheads in their annual budget. Types of expenditure that are included in the overhead recovery model include the following:
  - National staff – proportion of Event Administrators, Events & Engagement Manager, Finance Officer & CEO.
  - Contractors – proportion of Company Secretary, Education Officer, IT Technical Support & Branch Administrators.
  - Other expenditure – proportion of website hosting and maintenance, insurances, workcover etc.
- To manage the affairs of the Branch to ensure that the financial year approved budget result is obtained.



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- To ensure that the activities of the Branch are consistent with the vision, mission, values, goals and current strategic plan of the IQA.
- To ensure that all of the activities undertaken by the Branch are within the insurable events of the IQA's insurance policies as per section 6 below.
- To ensure that all expenditure of the Branch is authorised in accordance with the Section 9.3 Schedule of Delegation.
- To ensure that all financial aspects of the Branch operations are undertaken in accordance with the Financial Management Section 9 procedures.
- To ensure that all operations of the Branch are undertaken in accordance with the IQA Branch Operation Section 10 procedures and to seek guidance and direction from the IQA's Chief Executive Officer on any operational issue or matter.
- To ensure that actions of the Branch are conducted in accordance with the IQA's code of conduct P16-5 policy and that Section 10.8 Risk Management Practices procedures are adhered to.
- To ensure that actions of the Branch are conducted in accordance with Section 16.21 the IQA's Competition and Consumer Compliance Protocol;
- To ensure that all event budgets are to include all expected revenue and expenditure and to ensure compliance with approved event budgets within tolerable levels approved in consultation with National staff members.

#### 5) Empowerment of the Branch

The Branch will refer any significant matter or contentious issue to the Chief Executive Officer for consideration, with recommendations of appropriate remedy. The Chief Executive Officer has the discretion and authority to override a recommendation of the Branch after appropriate consultation with Branch representatives has occurred.

The Branch may approve contracts that are within the normal operating activities of the Branch after appropriate vetting by the Company Secretary.

#### 6) Branch Activities

The IQA's insurable events for Branch activities includes the following:

- a) Organising and hosting events that promote the organisation's vision, values, goals and area of focus of interest;
- b) Activities including hosting site tours, social events, dinner meetings to raise funds for member training and education;
- c) The provision of professional development programs to benefit members; Identify local education and training priorities and ensure these are regularly communicated to National Office; and
- d) Support services for members including the provision of opportunities for networking.

Branches are not to conduct activities such as go karting, axe throwing, paintball, rock climbing or other activities where there is high risk of personal injury. These types of activities are not covered under IQA insurance or policy.

Each Branch committee minutes are to be forwarded to the Chief Executive Officer and within 14 days of the meeting occurring to allow an appropriate review of all of the IQA's activities to ensure adherence to the IQA's strategic plan.

#### 7) Reporting to the Chief Executive Officer

Each Branch will prepare a report of their activities to the Chief Executive Officer at the end of the financial year for inclusion in the IQA Annual Report. Each Branch is responsible directly to the Chief Executive Officer for strategic, financial and operational matters.



## **8) Roles of Committee Officers**

The key roles of Branch / Sub-Branch Committee Officers are outlined in scope statements and are available on the IQA website in the Policies and Procedures section as follows:

- 7.8) Role of Branch / Sub-Branch Chairperson;
- 7.11) Role of Branch / Sub-Branch Deputy Chairperson;
- 7.9) Role of Branch Secretary; and
- 7.10) Role of Branch Treasurer.

## **9) Committee Officer Terms**

9.1 The term of all elected Branch roles and committee positions is 12 months.

9.2 A person can be elected for successive terms and there is not maximum time limit imposed on Branch or Sub-Branch committee members of Branch Officer positions.

## **10) Branch Financial Management**

The key IQA operational / Branch – financial management policies and procedures are available on the IQA website in the Policies and Procedures section as follows:

- 9.1) Financial Management;
- 9.2) Financial Reporting;
- 9.3) Schedule of Delegation;
- 9.4) General Branch Procedures;
- 9.5) Purchasing, Suppliers and Contractors;
- 9.6) Payments, Authorisations and Requisitions;
- 9.7) Receipting and Banking;
- 9.8) Sales, Customers and Debtors;
- 9.9) Electronic Media Use;
- 9.10) Branch Budgetary & Planning Process; and
- 9.11) Branch Function Registration Procedure.