

# **New Zealand Association for Environmental Education Branch Guidelines**

## **1. Branch Authorisation**

To become an authorised branch of the New Zealand Association for Environmental Education (NZAEE), the following conditions need to be met:

1. A branch must be established, consisting of a minimum of 5 paid up NZAEE members.
2. A branch Co-ordinator and Treasurer must be elected. Each branch can appoint one member, as it's representative on the national executive. The Branch Representative must have been a member for at least two years. One member may hold two of these roles but not all three.
3. An inaugural meeting must be held to adopt a name, carry out primary planning and allocate initial tasks.
4. Overall branch objectives for the first year of operation must be set. All objectives must be consistent with the objectives of the organisation as set out in the constitution and consider how they contribute to the NZAEE national executive Annual Plan.
5. The branch must be operated according to the principles and methods set out in the Association's constitution. Should a branch wish to adopt methods not in line with the constitution, these must be discussed with the Co-Chairs of the national executive.

On completion of these requirements, official authorisation should be applied for and, once granted, a letter of authorisation will be presented by the NZAEE national executive.

Authorisation will be reviewed every year and will be subject to the following being submitted to the NZAEE national executive prior to the national AGM:

- a) Names and contact details of:
  - Co-ordinator
  - Treasurer
  - Branch Representative on national executive
- b) Annual report including a financial report of annual income and expenditure

If branch membership falls below 5 paid up members, the NZAEE national executive will provide support to increase membership.

When a branch is deemed to be inactive for three consecutive years, authorisation to act as a branch may be withdrawn and funds will be returned to the national executive.

## **2. Name of Branch**

The branch name should follow the standard format below:

*[City/Town/Region name]* Branch of the New Zealand Association for Environmental Education.

## **3. Other Obligations and Requirements**

1. NZAEE national executive members are ex-officio members of branch committees and may attend any meetings of branch committees by prior arrangement and vice versa.
2. Each branch must have a bank account and treasurer and adequate financial records must be kept of income and expenditure.
3. A minimum of two branch meetings is recommended annually. One of these must be an AGM.
4. The branch Co-ordinator, Treasurer and Branch Representative on NZAEE national executive must keep a copy of the NZAEE constitution, policies and procedures and share these with members as necessary.
5. Any letters to national organisations or government agencies are to be co-signed by one Co-Chair of the NZAEE national executive.
6. Before any approaches are made to external funding agencies by branches for amounts above \$2000, the NZAEE national executive must be advised.

## **4. Assistance from NZAEE national executive**

The following assistance is available from the NZAEE national executive:

- Annual capitation payment. The NZAEE national executive makes an annual capitation payment to branches. The payment is 30% of the membership subscriptions received from within the branch area.
- Funding for specific local initiatives. Additional funding may be made available from the national executive to support specific activities, subject to finances.
- Promotional material. The national executive can provide membership brochures, letterhead and newsletters.
- National networking.
- Information dissemination through the national newsletter and website.

## Application for Branch Authorisation

Send completed application to: [nzaeecontact@gmail.com](mailto:nzaeecontact@gmail.com)

**Name of branch:** \_\_\_\_\_

**Branch email :** \_\_\_\_\_

I hereby declare that the following requirements for official recognition of our branch by the NZAEE national executive have been completed.

1. The branch consists of at least 5 paid up NZAEE members, as named below.

1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.
5.	10.	15.

2. The following roles have been elected.

Role	Name	Email
Co-ordinator		
Treasurer		
Branch Representative		

3. A branch meeting has been held and objectives for the first year set.

Signed: \_\_\_\_\_  
(Branch Co-ordinator)

Date: \_\_\_\_\_