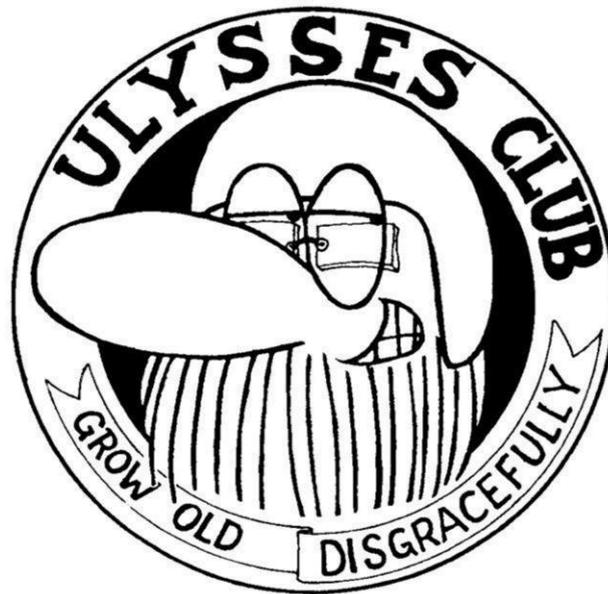


The Ulysses Club of New Zealand Incorporated

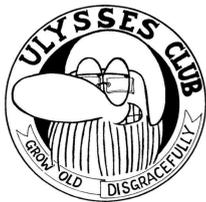
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Branch Committee Handbook

August 2018 edition



The Ulysses Club of New Zealand Inc.
Branch Committee Handbook - 2018

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NOTE: For the purpose of clarification, other than where stated to contact a different person, all requests for information, clarifications or the providing of information should be through / to the National Secretary at secretary@ulysses.org.nz.

Introduction:

The following policies are current best practice.

- a) The National Committee reserves the right to amend them on an as needs basis at a National Committee meeting.
- b) Policies do not contravene the Ulysses rulebook (dated May 2015). In any matter of interpretation, the Rules take precedence over this Handbook.

- c) Policies allow the day-to-day activities of the Ulysses Club to continue smoothly.
- d) Each Branch Coordinator/President (hereinafter called Coordinator) is expected to be fully conversant with the rules and policies of the Ulysses Club and to ensure that they are applied correctly at all times. This knowledge of the rules should extend to Branch Committee Members where applicable.
- e) Any uncertainty over a rule or its interpretation should be referred to the National Committee for clarification before action is taken.
- f) The Club Administrator has been instructed to refer any coordinator or member raising contentious issues of any kind to a member of the National Committee without entering into a discussion with that coordinator or member.
- g) Information about the National Rally & AGM is available as a separate document – please ask the National Secretary for a copy if needed. It is downloadable via the Club website (links page).

1. Reimbursement:

- a) Expenses related to the official business of the Branch are generally paid from local funds.
- b) Items required to fulfil the role on the Committee are repaid on receipt (stationery, stamps etc.) from the Branch depending on individual policy.
 - c) Claims for reimbursement should be made and settled within sixty days of the expense being incurred.
- d) National Rally including the Coordinators and National committee meeting & Annual General Meeting (March / April): The Club will pay the National Rally registration fee for the Coordinator or a Branch representative if the coordinators is unable to attend. The Club does NOT pay for any travel, accommodation, meals, rally & AGM badges, merchandising, organised excursions and functions associated with the National Rally / AGM. Travel and accommodation costs are expected to be met from the Branch depending on individual policy. **All Coordinators or a Branch representative are expected to attend the National Rally and the meetings.**
- e) On a case by case basis the travel and accommodation costs for attending a National Rally / AGM may be met by the Club. This is only to enable Branches with very limited funds to participate. Applications for funding are to be sent to the National Secretary prior to the National Committee meeting scheduled (in December) before the National Rally / AGM.
- f) Natcom and Coordinators' meeting and workshop (September / October): The Club meets all travel and agreed accommodation costs. Meals are provided on Friday night, Saturday (breakfast, lunch, dinner) and Sunday (breakfast). A contribution is made towards meals on Friday and Sunday while travelling.
All Coordinators or a Branch representative are expected to attend these meetings.
- g) The current kilometre allowance for a motorcar or a motorcycle is 50 cents per kilometre.
- h) The kilometre total is to be based on the most direct route from the coordinator's home to the meeting venue. This will be calculated using the AA Driving Times and Distance Calculator.
 - a. There is an anomaly in our payment options when participants travel more than 400kms (one way) by road. For example, the return standard FlexiPlus airfare from New Plymouth to Wellington is \$424 and the claim for road is 800kms (return distance) x \$0.50c (\$400), so it makes little difference whether the Club pays the airfare or road travel. For greater distances, there is a saving to the Club if Air NZ is used.
 - b. For distances greater than 400kms (one way), participants will be reimbursed at the LOWER of the standard air fare or km charge at 50c per km. Participants can still choose to ride or drive but they will be reimbursed at the rate of the standard airfare. The South Island Branch coordinators or their representatives are expected to travel via the cheapest means, which in most cases will be by air.

2. Branch and Committee Meetings

- a) Branch Meetings are usually held monthly and all Branch Members may attend – up-to-date Branch Membership lists are available from the Club Administrator – these are available only to the Coordinator or to another member of the branch committee, nominated by the Coordinator to receive them.
- b) Every Branch of the club is required to maintain and operate a bank account in the name of the Branch which must be operated by a minimum of two members of the Branch committee (or

persons authorised by the Committee) Rule 4.2, also see Rule 4.1 and 4.3.

- c) A Branch Committee must meet at least six times during the year to transact Branch business – see Rule 3.4(a)

3. Annual General Meetings (AGMs)

- a) Branch AGMs must be held annually not later than 30th June.
- b) A list of the new Branch Committee with nominator and seconder, including their membership numbers, and annual financial report is to be sent to the National Secretary as soon as practicable after the meeting. Rule 3.5.5 requires that the Treasurer of a Branch keep “correct books and accounts....etc”)
- c) All financial Branch Members must be notified at least 14 days before-hand Rule 3.8(1). Rule 3.3.2 (a) recommends that a call for nominations be made in the December Ulyssian and it makes sense that the Notice of AGM be made at the same time.
- d) All Branches of the Club must have a formally elected committee, members of a Branch Committee are elected annually - positions and terms of office are covered in Rule 3.2 (c) and (d). Nominations and election of officers are covered in Rule 3.2 (b), (c), (d) and (e).
- e) Rule 3.3.2 (e) requires nominations for Branch Committee positions to be sent to the Branch secretary not less than 30 days before the AGM. The 30 days cut off for nominations is recognised as being 30 days prior to the normal starting time of the respective AGM.
- f) Rule 3.3.4 allows for postal voting by members unable to attend an AGM personally and a Branch Committee must ensure that nominations received for committee positions are circulated to all branch members in time for postal votes to be returned to the Branch Secretary. Postal votes must be received by the Branch Secretary not later than 24 hours before the notified start time of the AGM.
- g) Casual vacancies are covered under Rule 3.6.1.

Note: A Branch Committee may appoint a branch member to fill the vacancy Rule 3.2(e)

- h) Positions such as Sheriff, Editor, Runs Coordinator, etc. do not form part of a Branch Committee. They may be held by elected committee members who are appointed to that position by the Branch Committee. These positions can also be held by ordinary branch members either elected or appointed.
- i) The Coordinator presides at meetings. Rule 3.4(e) applies in other circumstances.
- j) The duties of the Secretary are listed under Rule 3.5.2
- k) The duties of the Treasurer are listed under Rule 3.5.5

4. Membership

- a) Applicants for Membership must meet the criteria for Membership under Rule 2.1
 - b) Applicant has been nominated by a Branch member and the Coordinator is satisfied that the applicant is genuine in his/her commitment to motorcycling and the Ulysses Club.
 - c) The Coordinator receives and approves all new Membership applications. Each application must be signed by the Coordinator.
 - d) Coordinators must ensure that the forms are completed in full and signed by the Applicant and Proposer. (Has the Date of Birth been confirmed, is the cheque correct e.g. does it add up to what the application form says, is the post code included). Please note that the Membership application form is a legal document.
 - e) If a proposed member meets all the criteria under Rule 2.1 but the person is not considered to be an appropriate person to join the Club, then the application must be sent to the National Secretary to be discussed at a National Committee meeting. The application must be accompanied by a written statement from the Coordinator, clearly explaining the reasons why the application should be declined. The National Committee will approve or decline the application under Rule 2.1 (e)
 - f) Incomplete and/or incorrectly filled out forms will be returned for completion and/or corrections to the applying Branches, this will delay processing of new members’ applications. This now includes ensuring that the correct postcode is added.
 - g) Membership Fees – The current one year subscription is \$50 and three year subscription is \$130. A Joint membership 10% discount per member can be applied if both members are a couple residing at the same address. Subscriptions are payable on or before 31 December of the year prior i.e. subscriptions for 2019 must be paid on or before 31 December 2018. Membership lapses immediately subscriptions become unpaid i.e. a member who has not paid the 2019 subscription

by January 2019 becomes a lapsed member. Lapsed members are required to pay an additional \$10 with their subscription. Lapsed members retain their badge number if the late subscription is paid by 30 September of the year to which the subscription applies. After 30 September lapsed members are required to re-join the Club, i.e. pay the joining fee (\$35) again, subscriptions and will be issued a new membership number.

Overseas members \$190.00 for three years or \$70.00 for one year. This may be subject to review as per Rule 2.5(e).

There's also a \$10 per year discount to your subscription fee (per applicant), if you elect to only receive a digital copy of the Ulyssian magazine.

- h) The subscriptions year is from 1 January to 31 December.
 - i) New subscriptions paid from 1 October to 31 December apply to the next subscription year. Be aware if a member is joining in September, they may like to wait till the beginning of October and join then. They will then get three years and three months subscription as opposed to two years and four months membership.
 - j) New members receive a pack containing the last Ulyssian (if any are available), Membership Card and a Name Badge. The Name Badge and Membership Card may be sent directly from the manufacturer and may take a week or two more so please allow extra for processing times. This pack may be sent on request to Coordinators for presentation at club meetings. A Bike Badge can be purchased on request.
- k) The membership card is a means of identifying a member to AGM officials and companies offering services and discounts to members. It will not include a nickname. The details included on the membership card are: Membership number, proper name (first or other given name, surname), the membership joining date, and the membership expiry date.
- l) A Branch may charge a 'Branch operating fee' as per Rule 2.5 (f) (e.g. to fund a Branch newsletter). The operating fee is not compulsory and no member shall lose any privileges at local or national level on non-payment of this 'operating fee' other than to any benefits relating to it. It should be noted that this fee is not to be considered as a Branch subscription – all members have equal membership rights through their subscription paid to the Ulysses Club of New Zealand Inc.
- m) It is possible that a member will experience real financial hardship at some time and will have difficulty paying the membership renewal. The Branch Coordinator may wish to contact the National Committee asking that the membership renewal be waived if the situation is considered warranted.

5. Disciplining of Members

- a) Disciplining of Members must be carried out as per Rules 2.7. Please ensure that you are conversant

with these rules before initiating any disciplinary procedures. If necessary contact an executive Member of the National Committee for clarification.

- b) Rule 2.7 sets out the Rules with regard to discipline and explains the process to be followed in dealing with formal complaints.
- c) Rule 2.7 (a) defines unacceptable behaviour
- d) Rule 2.7 (b) states the rights of all members to have formal complaints considered. e) Rules 2.7 (c) to (e) explain the process for dealing with a non-trivial complaint.
- e) Rule 2.7 (f) sets out the range of actions that may be taken by a Branch Committee in the event of a complaint being upheld.
- f) Rules 2.7 (g) and (h) set out the rights of the member who is the subject of the complaint.
- g) Rule 2.7 (i) explains how the matter may be dealt with by National Committee if it is not resolved

satisfactorily at the Branch level.

6. Lapsed Membership

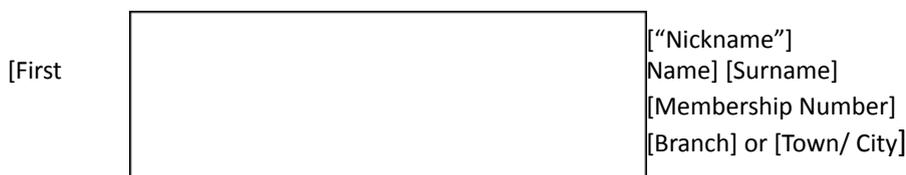
- a) Lapsed members are required to pay the joining fee of \$35.00 to re-join the Club, after their subscription is nine months in arrears (after the 30 September).
- c) Any lapsed Member re-joining after 9 months will be issued a new Membership number and pay the

joining fee of \$35.00 and either the one year or three year membership subscription. They lose their continuity of service to the club.

- d) Lapsed Members who pay their lapsed subscription in the period of grace have that payment credited to the lapsed year, (e.g. if Membership due 31 December 2018 is paid before 30 September 2019, Member retains their membership number and the subscription is applied to 2019).
- e) Lapsed Members who re-join can also purchase a new name badge and other items as required.

7. Name Badges

- a) Name badges must have the Members name in full and town/city or Branch. This badge may include acceptable nicknames, which will be printed above the first and surname. The nickname will include parentheses



- b) Members’ name badges are white writing on a black background
- c) All name badges are at the Branch’s or purchaser’s own cost.

8. Official Badges

- a) National Committee and Coordinators badges are white writing on a red background
- b) Branch Committee badges are white writing on a blue background.
 - c) Non-elected branch positions, Sheriff, Runs Coordinator, Editor, Welfare Officer etc, are white writing on a green background.
 - d) Recognition of Service badges (Ex-National Committee / Coordinators) is red writing on a white background and are available on request.
- e) Rider Mentors’ Badges are Black writing on a bright yellow background.
- f) Badges are ordered via the Branch Secretary or directly from the Club Administrator.

9. Other Badges

- a) All badges featuring the Ulysses logo must be manufactured by the approved badge maker. Currently this is Apex Trophies and Awards in Auckland. Please contact the National Secretary for details.
- b) Badges with the Trademarked Ulysses Club logo need prior approval from the National Committee.
- c) The Ambulance Ride (Anzac Day) badge is available to Branches to on-sell to participants. Please send your order direct to Apex Trophies. Branches will be billed for the badges ordered, freight free. Freight will be paid by the National Club. Adjustments to orders are negotiated between Branches where there is over or under supply, and that transfer is at Branch expense. There will be no refunds and there will be no return of badges.
- d) National Rally / AGM badges are on-sold by the National Rally Organising Committees. Please order direct from Apex Trophies.

10. Gear Sales

The National Quartermaster is the nominated National Committee member for controlling and

overseeing the National Gear stock.

The Club Administrator holds the stock, maintains stock levels, receives purchase orders from Branches and members and arranges for orders to be distributed.

- a) Official gear is purchased from the National Committee through the National Administrator, via the Club website or from the Branch Quartermaster.
- b) Branches receive a small discount on gear sales to on-sell to local Members, any profit should be used for the benefit of Members.
- c) Branch Quartermasters are encouraged to promote the sale of gear at branch level.
- d) Gear is advertised in the Ulyssian and on the club website.
- e) A member may purchase gear for their spouse/partner, this includes name badges (recommended).

The spouse/partner does not have to be a member of Ulysses Club.

- f) Branch clothing and items are permitted but design and wording must reflect that the branch is part of the Ulysses Club of NZ. The Official wording is "Ulysses Club, (branch name) Branch". Wording is NOT to read "(branch name) Ulysses Club", "Ulysses (branch name)" or "Ulysses (branch name) motorcycle club"

11. Ulysses Directory

- a) The Club Membership Directory is a list of financial members who wish to be recorded in the directory and it is updated regularly. The Directory is only available from the Club Administrator.
- b) The Directory may not be used by any persons (members or otherwise) for personal, commercial or other gain.

12. Death of a Member

- a) Please advise the National Secretary of the death of any current or past Member to ensure inclusion in the Remembrance Book.
- b) If possible forward a copy of the "Order of Service", obituary or a short personal statement about the deceased. Photos are appreciated for inclusion in the Remembrance Book and they should also be emailed to: secretary@ulysses.org.nz. The National Secretary will pass these onto the keeper of the Remembrance Book.
- c) The National Committee will reimburse up to \$75.00, for a wreath or donation to a registered charity, to a Branch on production of copies of the receipt and a newspaper death notice. This may be extended to the death of a member's partner if endorsed by the Branch Committee.
- d) A Ulysses shroud or flag for draping the coffin is available on loan to Branches from the Club Administrator.
- e) The shroud or flag is to be returned within two weeks of the event. Late returns can result in an account being forwarded to the Branch.
- f) Ulysses Bereavement cards are available to coordinators on request from the Club Administrator.

13. Ulysses Logo

- a) The Ulysses logo is Trademarked; the National Committee is required to approve all use of the logo. By default a Branch only has permission to use the logo on Branch letterheads/documents.
- b) Please contact the National Secretary for an official copy of the logo to ensure a clean and accurate copy for any new reproductions.
- c) The National Secretary keeps a register of the people or organizations entitled to use the Ulysses logo.
- d) If a Branch wishes to use the Ulysses logo on anything other than Branch letterheads/documents, an application in writing for such use must be forwarded to the National Quartermaster for approval at the next National Committee meeting.
- e) The Trademark extends to the use of the Ulysses logo on local Branch websites – please ensure that permission is requested (and granted) before going on line and using on your website.
- f) When referring to the Branch in formal statements such as Branch newsletters, advertising for events, branch website etc. only the format "Ulysses Club, xxxx Branch" should be used NOT xxxx Ulysses Club or Ulysses xxxx Motorcycle Club.

14. Ulysses Flag

- a) The Ulysses Club National Flag is available on loan from the Club Administrator.
- b) The national flag is to be returned within two weeks of the event. Late returns can result in an account being forwarded to the Branch.
 - c) Each Branch is provided with their own Branch flag that has the Ulysses logo and the Branch name on it. The Branch Coordinator is responsible for the safe keeping of that flag, (it is requested that all old flags be returned to the Club Administrator to be included in our archives.)

15. Remembrance Rides

- a) The Remembrance Service is held in Christchurch on the first Saturday in August and in Taupo on the second Saturday of August annually – dates and times will vary and are advertised in the Ulyssian.
- b) The ceremony of the day is the prime focus and the responsibility of the organising Branches and honours the fallen and departed members of the Ulysses Club.

16. Club Rides and Events

- a) The Coordinator is responsible for ensuring that club rides and events are carried out in a safe and responsible manner.
- b) It is advisable that all rides have an appointed Rider-in-Charge (RIC) and a designated Tail-End-Charlie (TEC). Many Branches have developed excellent procedures to cover most eventualities.
- c) All riders participating on a ride must be advised that normal road rules apply and it is expected that all bikes meet legal safety standards including a current warrant of fitness and registration.

17. Email Addresses

- a) All branches will use the official Ulysses email address issued to them.
- b) Coordinators as the elected representative of a branch have a responsibility to check these emails regularly.
- c) These emails take the following form:
(branchname)@ulysses.org.nz e.g. auckland@ulysses.org.nz
- d) These have been created to avoid confusion when coordinators change; the email for the branch will remain the same and will be passed onto the new coordinator.
- e) Branch Secretaries emails take the following form:
(branchname).sec@ulysses.org.nz
e.g. auckland.sec@ulysses.org.nz
Note: due to abbreviation of longer branch names, the email address may be abbreviated, **see appendix A for a full list of email addresses.**
- f) These emails can be held on a personal computer, but it is preferable for them to be used “online” via Gmail. This then allows any new coordinator to immediately have access to the email and the retiring Coordinator does not need to remove or transfer anything from their computer to that of the new Coordinator. (Details of how to access via Web Mail will be supplied as needed – contact the National Secretary in the first instance)(secretary@ulysses.org.nz).
- g) If the elected coordinator does not have access to a computer, then a committee member may be nominated to manage the email address.

18. Branch Websites

- a) Branches are encouraged to take advantage of the website hosting available to them through the National Webmaster.
- b) These sites are subfolders within the National Ulysses Website. They are Password protected folders and the URL is ulysses.org.nz/branchname (i.e. ulysses.org.nz/wellington for the Wellington branch website).
- c) These websites will incur no cost to a branch to operate as the cost is met by the National Club.

However the branch needs someone who is familiar with website creation to create and maintain their individual website.

19. Interpretation of Rules

- a) If you are unsure of how to apply the rulebook and if you have a query about the meaning and/or application of any particular rule, please contact the National President or a member of the National Committee
- b) Rule 1.5 requires the National Committee to make a final and binding decision on these matters

20. Secretaries' Guidelines

Introduction

“The job of the Secretary in a Committee is one of many tasks, organisation and recording of details, ensuring that things that must be done by due date are done, acting as the first contact for members wanting to talk to the Committee and acting as the “voice” of the Committee after consultation with the Committee on matters requiring an official response.

It is a job which best suits someone who is a “people person”, likes to communicate, is highly organised, who has reasonable computer skills with knowledge of how to use email, word processors, and spreadsheets or at least an aptitude and a willingness to learn these things.

It’s a job which suits someone who is able to fit in many small tasks between other facets of their life perhaps rather than setting aside large parts of their day to do a single large task.

“In my four years as Secretary of Auckland Branch we had an agreement and acknowledgement that the Secretary’s job was big enough that no expectation would be held that I would take on other Committee tasks and this enabled me to focus on the job and perform it reasonably well.

As Secretary you will find it very beneficial to have a diary of some kind. I inherited a very simple but effective spreadsheet from the previous Secretary which gave me a lot of control over my year. It had each month written down the first column and a list of things required for each of those months, there were agenda items, reminders, deadlines, and items of importance. Each year I would change the colour of all the wording to black and as I actioned every item I would colour it red to say that it was done. As time passed I changed the order and added or removed items, it was a “living document” and it served me well.” (*Howard Mansell – National Secretary 2010*)

Dealing with membership details

Part of the Secretary’s job is to ensure that members’ current details are kept up to date in the Club database. When members email, post or phone the Branch Secretary with changed details, the secretary should pass that information on to the Club Administrator for inclusion on the database.

Recording of minutes for committee meetings

The rules require that at least six branch committee meetings are held each year and it is the Secretary’s job to ensure that minutes are written up recording important elements of each meeting:

- ◆ The date and time of start.
- ◆ The venue
- ◆ Apologies
- ◆ Attendees
 - ◆ A synopsis of reports of the various office holders, Coordinator, Treasurer, Rides Coordinator, These do not have to be verbatim, simply getting the main points down.
- ◆ There should be a record of accepting these reports
E.g.: Moved accepted Fred Bloggs #2222 Seconded Billy Bunter #5555 Accepted
- ◆ A record of decisions, normally done by formal motion. “I move that” These should be verbatim and a record of the mover, seconder and the result should be included. *E.g.: Motion: That the date of the AGM for 2001 be 26 April 2001 at 7:30pm. Moved Fred Bloggs Seconded Billy Bunter Passed*
- ◆ Any abstentions should also be recorded
- ◆ The date of the next meeting
- ◆ The time the meeting closed.

Branch AGM

The branch AGM is a particularly important event in the Branch Year but doing the Minutes for them is normally a relatively simple task. It is important to record the membership number of every member whose name is included in the Minutes.

The essential elements are:

- ◆ The date and time of start.
- ◆ The venue
- ◆ Apologies
- ◆ Number of attendees
- ◆ A synopsis of reports of the various office holders, Coordinator, Treasurer, Rides Coordinator

These do not have to be verbatim, simply getting the main points down.

- ◆ There should be a record of accepting these reports

E.g.; Moved accepted Fred Bloggs #2222, Seconded Billy Bunter #5555 Accepted

- ◆ A record of decisions, normally done by formal motion. "I move that" These should be verbatim and a record of the mover, seconder and the result should be included.

- ◆ With AGMs it is best practice to include the member's number.

E.g.: Motion: That the date of the Xmas dinner be 23 December 2001 at 6:30pm. Moved Fred

Bloggs #2222 Seconded Billy Bunter #5555 Passed

- ◆ Any abstentions should also be recorded
- ◆ Record of the person nominated to run the election phase of the meeting.
 - ◆ The nominees for the positions with the nominators and seconders, (include membership numbers)
 - ◆ The election will be conducted by secret ballot and the result of the voting, recorded in the minutes.
 - ◆ If there are only sufficient nominations to fill the positions and no ballot is required, it should be recorded that the candidates were elected unopposed
- ◆ The time the meeting closed.

These minutes, along with a copy of the branch annual financial report should be forwarded by the incoming secretary to the National Secretary, secretary@ulysses.org.nz, as soon as reasonably possible after the AGM. If the secretary is not able to do this, then the incoming coordinator should ensure this is done.

In addition to this, full details of the incoming coordinator and secretary should be forwarded to the National Secretary, secretary@ulysses.org.nz. Where the incoming coordinator and/or secretary is new to the role, then full telephone numbers etc need to be sent, for inclusion on the national website. Private email addresses should also be included to allow the website administrator to send the incoming incumbents full details, including new passwords, for accessing the branch email addresses. Note: if neither office bearer has changed, a short email to this effect should still be sent to the National Secretary.

Organising the AGM

This is a process which although being quite logical and sensible, requires thought and consideration. It is best to work backwards through the process to understand the required steps and establish the deadlines for specific actions:.

- ◆ Notification to Branch members, (normally done via the December Ulyssian and at least 60 days before the AGM)
- ◆ Receipt of nominations and confirmation that the nominee, nominator and seconder are current members. (A current membership list is available on request from the Club Administrator – admin@ulysses.org.nz.)
- ◆ Notification of nominees names to members
 - ◆ Notification of postal voting and sufficient time for members to complete and return the form before the AGM. Each candidate should also provide a short biography to go out with the postal voting forms.

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- ◆ Receipt of postal votes.
- ◆ Running the AGM.

The following rules apply to branch AGMs:

- ◆ Rule 3.3.2(b) says that branch AGM notices must be in the Ulyssian distributed at least 60 days prior to the AGM
- ◆ Rule 3.3.4(a) says that for postal votes to be valid they must be received no later than 24 hrs before the start time of the Branch AGM.
- ◆ Rule 3.3.2(e) says that nominations must close at least 30 days before the AGM

For example the date of an AGM is set as 1 May and the nominations close 1 April (30 days before the AGM), is this sufficient time to prepare the following?

- ◆ Compile the nominees, nominators and seconders into a list and develop a postal voting form
- ◆ Distribute the list and postal voting form to **all** financial members of the branch. This is best done by post using a current branch membership list. If the information is distributed at a branch meeting, by email or through the branch newsletter, it may not reach all the financial members as many choose not to attend meetings regularly, not to have or give email addresses or not to receive a branch newsletter.
- ◆ Allow sufficient time for members to receive, complete and return postal votes which need to be received by the Secretary at least 24 hours before the meeting.

Rule 3.3.2(e) says “at least 30 days” so a longer time may be chosen if it is considered necessary.

It is important to consider the deadline and publication dates of the Ulyssian as the preferred (and cheapest and most effective) way of notifying a branch AGM is by way of the national magazine. If an AGM is to be held on 1 May and nominations close-off is 1 March or 1 April, then the AGM notification needs to be in the December Ulyssian because the March Ulyssian won't be out before nominations close (for 1 March) or give the required 60 day's notice (1 April). The deadline for the December Ulyssian is normally in the first week of November.

So if a committee meets bi-monthly, the decision about the AGM may need to be made at the September meeting. It is possible to put the notifications out by mail but that will be time consuming and expensive.

AGM Preparation Checklist-

- ◆ Agenda AGM items for September or October meeting
- ◆ Set AGM date, location and time
- ◆ Nominations close date
- ◆ Contact name and address for receipt of nomination forms
- ◆ Send these details to the National Secretary before 1 November
 - ◆ Late January request a list of current members from the National Administrator
- ◆ Proof nominations as they are received to ensure current financial membership
- ◆ Complete the nominations list after close of nominations
 - ◆ if more than one nomination is received for any single role (coordinator, Vice coordinator, secretary, treasurer) then use the form below (or something similar) to create a postal ballot
 - ◆ If a postal ballot is required, it should be posted to all branch members in accordance with 3 f) above
- ◆ Ensure that all financial members of the branch receive a nominations list and postal vote
- ◆ Receive and hold unopened any postal votes

On the night of the AGM:

- A new current members list for door entry
- Voting forms
- An agenda to follow the AGM process properly
- Spare pens and paper

21. Advice for Branch Treasurers

1. There must be a Branch bank account with two signatories, normally the Coordinator and Treasurer (but does not have to be), the signatories must not be domiciled together. The Treasurer's main objectives are to ensure that branch funds are kept in a secure manner; proper records are kept and reported to the branch committee and the branch members in a transparent and timely manner.
2. Ulysses branches vary greatly in the number and amounts of financial transactions. These notes are prepared with branches in mind that have monthly financial incomings and outgoings on account of raffles, sheriff fines, gear sales etc and annually, perhaps a rally, charity ride, donations, dinner and entertainment plus bank interest and fees.
3. All monies received should be banked as soon as possible, and all payments made should be via a bank transfer or cheque. At each meeting of the members, the Treasurer should provide a report that states the total balance of branch monies at last report date, the amounts received and paid since then, and the current balance of branch monies.
4. Documents must be kept to support all receipts and payments (Invoice, GST receipt, bank statements, cheque butts if any etc)
5. Most branches have a financial year that runs from 1 April to 31 March (but does not have to be). A financial report must be prepared for presentation at the Branch AGM. The Financial Report should be in the form of an Income and Expenditure Account. At balance date, the Treasurer should record the amounts of gear stock (if any) at cost price, the amount of any debts owing by the branch (creditors) and owed to the branch (debtors).
6. The Income and Expenditure Account will show the total amount of Income Received for the past year (Gear sales less purchases and closing stock, Fines, Raffles, Branch levies, Grants received if any, Surplus on Rallies if any, Surplus on Charity rides if any, Interest received etc) less Total Expenditure (Newsletter expenses, Post and Phone costs, Travel expenses if any, Deficit on Rallies if any, Donations, Training costs if any, Bank fees etc). Adjustments may be needed for any debtors and creditors outstanding at balance date.
7. The difference between Total Income and Total Expenditure is the Branch Surplus or Deficit for the year, and this should reconcile with the total bank balances at start and end of year i.e. Total of Branch monies at start of year, plus Net Surplus (or less Net Deficit), equals Total of Branch monies at end of year.
8. There is no requirement for the Branch financial report to be audited but to do so, provides protection for the Treasurer against unwarranted criticism later. The Financial Report must be presented to the members at the Branch AGM, opportunity for questions provided, and then accepted by the members. The Branch Financial Report must be forwarded to National Secretary within one month of the Branch AGM.

Executive Office Holders Directory – 2018 / 19

National Committee & Non Branch office bearers		natcom@ulysses.org.nz (** only)
President **	president@ulysses.org.nz	Mike Dew #2415
Vice President **	vice.p@ulysses.org.nz	Tim (Tiny) Stewart #8959
Secretary **	secretary@ulysses.org.nz	Pete Graham #8196
Treasurer **	treasurer@ulysses.org.nz	Stuart Burns #3703
Committee 1 **	com.1@ulysses.org.nz	Wayne Painter #1756
Committee 2 **	com.2@ulysses.org.nz	Jim Furneaux #2098
Committee 3 **	com.3@ulysses.org.nz	Jane Laing #6361
Administration		
Administration	administration@ulysses.org.nz	Debby Morgan
Alias for Administration	admin@ulysses.org.nz	
Website Coordinator	webman@ulysses.org.nz	Paul Willard #9187
Ulyssian Editor	ulyssianeditor@brm.co.nz	Paul Lance
Remembrance Book	remembrance@ulysses.org.nz	Peggy O'Neal #2849
National Training	training@ulysses.org.nz	Jim Furneaux #2098
Branch coordinators		coordinators@ulysses.org.nz
AUCKLAND	auckland@ulysses.org.nz	Clive Thomas #2383
BULLER	buller@ulysses.org.nz	Rex Collins #5262
CANTERBURY	canterbury@ulysses.org.nz	Stephen Orpwood #2119
FAR NORTH	far.north@ulysses.org.nz	Nick Grbin #1688
GISBORNE	gisborne@ulysses.org.nz	Christine Cameron #5993
HAWKES BAY	hawkes.bay@ulysses.org.nz	Barry Robertson #8175
KAPITI COAST	kapiti@ulysses.org.nz	Tony Russell #9172
KING COUNTRY	king@ulysses.org.nz	Graeme Hammond #8677
MANAWATU	manawatu@ulysses.org.nz	Murray Cross #7908 6
MARLBOROUGH	marlborough@ulysses.org.nz	Kelvin Watson #3602
NELSON	nelson@ulysses.org.nz	Lorraine Lindsay #1117
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BRANCH COMMITTEE HANDBOOK – AUGUST 2018

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WESTLAND	westland@ulysses.org.nz	Annette Paterson #8020
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APPENDIX A – Email Addresses continued...

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Allan Smith #2426

BRANCH COMMITTEE HANDBOOK – AUGUST 2018

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WESTLAND	westland.sec@ulysses.org.nz	Janet Ornsby #9182
WHAKATANE	whakatane.sec@ulysses.org.nz	Ian Stuart #5406

You will see an email address in the header of each section, this will send an email to all addresses in that section.

To send an email to all Coordinators, Secretaries and Natcom members use all.office.holders@ulysses.org.nz .

To include the others on the above list you will need to cc them.