

# INLAND WATERWAYS ASSOCIATION OF IRELAND

## Branch Rules

### Preface

The Branches are the heart of IWAI and as such must be organised and managed to the highest standards. Each Branch is part of an organisation that is a limited company and as such is subject to the Companies Acts.

### 1. Members, Meetings:

- 1.1. On joining the Inland Waterways Association of Ireland (“the Association”) a Person or Family shall nominate the Branch to which they wish to belong, and in the absence of such nomination, the Association’s Membership Secretary shall allocate them to a Branch as appropriate.
- 1.2. The Branch should have a minimum of three officers including the following: Chairman, Secretary and Treasurer preferably it should also have a position of Vice-Chairman. It shall also have a member, who is not an officer, and who, together with one of the officers, will represent the Branch at Council. The Officers shall be elected or re-elected at the Annual Meeting of Branch members, except that when a new Branch is being formed the Association’s Executive Committee shall appoint Officers to serve until such time as there are sufficient members to hold an Annual General Meeting at which elections shall take place. Each Branch shall appoint and if necessary train a Child Protection Officer.
- 1.3. At least 2 weeks notice shall be given by the Secretary or any deputy acting on his instructions, of the time and place of the Annual General Meeting and of every general meeting. Such notice shall state the Agenda for that meeting.
- 1.4. A general meeting must be convened by the Secretary if requested by the Committee or on receipt by him of a requisition signed by at least four members.
- 1.5. The Annual Meeting of the branch shall be held in November or December each year at which the accounts of the Branch for the year to 31<sup>st</sup>.October shall be tabled for approval.

### 2. Branches organised by Committees

- 2.1. Any Branch that does not conduct its business by General Meeting shall be administered by a Committee comprising the Officers and additional Branch members who shall be elected at the Annual Meeting. The Committee shall have the power to co-opt further members to serve on it, but such co-opted members shall be subject to election at the next following Annual Meeting, and, if not then elected, shall not be eligible for co-option for at least 2 years.

- 2.2. The Committee shall meet when and where it or its Chairman decides on giving to each of its members at least 7 days notice or less if agreed by all committee members. Any three Committee members may call a meeting of the Committee.
- 2.3. Three members shall be a quorum for any Committee meeting.
- 2.4. Voting on elections and resolutions shall be on a show of hands unless at least two members present object, in which event, the vote shall be secret.
- 2.5. The Committee may appoint Sub-Committees and shall appoint the Chairman and at least 3 members of each Sub-Committee. A Sub-Committee shall have such powers as shall be delegated to it but may be dissolved by resolution of the Committee at any time. A Sub-Committee shall have the power to co-opt members of other Branches.
- 2.6. The Committee may set up another committee jointly with another Branch or Branches. Joint-Committee shall have only those powers delegated to it as are agreed by the Committees of each parent Branch. A Joint-Committee shall elect its own Officers and each Branch must have as near equal a representation of Officers as possible.
- 2.7. In the absence of agreement by the parent Committees to the contrary, the procedure for convening meetings of and conduct of Sub and Joint-Committees shall be as nearly the same as that for Committees.
- 2.8. A Joint-Committee may be dissolved by Resolution of any parent Committee to take effect 3 months after giving to the other parent Committees notice of such, and on dissolution, any assets of the Joint-Committee shall be divided equally amongst the parent Branches, unless, at the time of setting up the Joint-Committee, a different division was agreed by the parent Committees.

### **3. Branches organised by General Meeting**

- 3.1. Any Branch that conducts its business by General Meeting shall be administered by the Officers.
- 3.2. The Branch shall meet when and where it or its Chairman decides on giving to each of its members at least 7 days notice or less if agreed. Any ten Branch members may call a meeting of the Branch.
- 3.3. Five members shall be a quorum for any Branch meeting.
- 3.4. Voting on elections and resolutions shall be on a show of hands unless at least two members present object, in which event, the vote shall be secret.
- 3.5. The Branch may appoint Sub-Committees and shall appoint the Chairman and at least 3 members of each Sub-Committee. A Sub-Committee shall have such powers as shall be delegated to it but may be dissolved by resolution of the Branch at any time. A Sub-Committee shall have the power to co-opt members of other Branches.

- 3.6. The Branch may set up a committee jointly with another Branch or Branches. A Joint-Committee shall have only those powers delegated to it as are agreed by each parent Branch. A Joint-Committee shall elect its own Officers and each Branch must have as near equal a representation of Officers as possible.
- 3.7. In the absence of agreement by the parent Branches to the contrary, the procedure for convening meetings of and conduct of Sub and Joint-Committees shall be as nearly the same as that for Committees.
- 3.8. A Joint-Committee may be dissolved by Resolution of any parent Branch to take effect 3 months after giving to the other parent Branch's notice of such, and on dissolution, any assets of the Joint-Committee shall be divided equally amongst the parent Branches, unless, at the time of setting up the Joint-Committee, a different division was agreed by the parent Branches.

#### **4. Finance:**

- 4.1. The Branch shall ensure that proper books of account are kept showing all receipts and payments made on behalf of the Branch, which shall be made up to 31<sup>st</sup> October in every year and checked by an independent and competent person.
- 4.2. All cheques drawn on Branch accounts shall be signed by at least two Officers of whom one shall be the Treasurer or in his absence his nominee.
- 4.3. If a Sub-Committee is authorised to hold money it should appoint a Treasurer, who shall have the same duties and responsibilities as the Branch treasurer, and implement the same accounting systems and financial controls as those of the Branch. All records shall at all times be available for inspection by the Branch Treasurer, who will include, but not necessarily consolidate, such accounts of the Sub-Committee in the Branch accounts at the year-end.
- 4.4. If a Joint-Committee is authorised to hold money, it shall appoint a treasurer (who need not be the Branch Treasurer) who shall have the same duties and responsibilities as the Branch treasurers and he shall table accounts at the AGM of each of the parent Branches in the same manner as the Branch treasurers.
- 4.5. A Branch shall not borrow any moneys or enter into any legal or employment contracts without the consent of the Directors. Application for such consent should be made to the Association's Secretary and should include full details of the planned application of such monies, terms and conditions; planned repayment dates the sources of funds for their repayment and any other matters.

#### **5. Duties of Officers**

The Chairman or in his absence the vice chairman shall:

- 5.1. Preside at all meetings.

- 5.2. Endeavour to ensure that the Branch is represented at each Council meeting and that the representatives report back to the Branch on all Council meetings.
- 5.3. Make an annual written report to Council on the activities of the Branch and confirm therein that the aims and objectives of the Association and its rules have been adhered to by the Branch and its officers.

AGM

- 5.4. Call an AGM of the Branch to be held in November or December each year.
- 5.5. Ensure that the set of Accounts for that year up to 31 October, Minutes and Correspondence are ready for the meeting.
- 5.6. Use his best endeavours to ensure that there is at least one candidate for election or re-election to each office.

Management and Controls.

- 5.7. Ensure that tasks essential to the operation of the Branch are allocated to officers.
- 5.8. Exercise a general supervisory role over the Branch to ensure that the officers and committees are performing their allocated tasks.
- 5.9. Ensure that proper accounting and financial controls are exercised over the Branch funds and property.
- 5.10. Ensure that one branch officer takes responsibility for recruitment and retention of members.
- 5.11. Encourage members to participate in Branch activities join sub-committees thus providing for succession to both Branch and National offices.

*The Vice Chairman shall:*

- 5.12. Assist the Chairman in the execution of the duties of the Chairman.
- 5.13. Carry out the duties of Chairman whenever necessary or when requested by the Chairman.
- 5.14. Unless this responsibility is explicitly given to another Branch member, the Vice Chairman shall lead the efforts of the Branch to recruit new members and shall assist the Association's Membership secretary in all matters concerning recruiting and retaining members.

*The Secretary shall:*

- 5.15. Send out notices of all meetings to those entitled.
- 5.16. Receive and deal with all correspondence.
- 5.17. Keep Minutes of all meetings of the Branch and the Committee, and a record of all Resolutions passed.

5.18. Carry out any reasonable duties requested by the Chairman.

*The Treasurer shall:*

5.19. Keep proper books of accounts in accordance with the Association's accounting templates and standards.

5.20. Bank all receipts and regularly balance the cash book.

5.21. Make all payments, except those of a petty cash nature, from a bank account.

5.22. Collect all outstanding debts and pay all duly approved bills as soon as possible.

5.23. Prepare Branch Accounts and supporting schedules for the year to 31 October on the prescribed forms (the Accounts Package) and have them checked by an independent and competent person.

5.24. Present the package duly signed by to the AGM with copies for all persons expected to attend; answer questions on them raised by members and give explanations as required by the meeting; secure their approval by the meeting and have them signed by the Chairman and Secretary.

5.25. Send the Accounts package to the Association Treasurer to arrive with him no later than 7 days of the AGM and not later than the 31<sup>st</sup> December.

5.26. Liaise as necessary with the Association Treasurer.

5.27. Preserve the Branches assets and ensure proper controls on receipts and payments and on the use of the Branches assets.

5.28. Liaise and co-operate with the Association's Membership Secretary. Ensure that any subscriptions received locally are sent to the Association's Membership Secretary in a timely manner.

5.29. Co-operate with other officers and members in all matters concerning the promotion of the Association and the work of the Branch.

## **6. General**

6.1. No member shall organise any event in the name of the Association without the express permission of the Chairman of his Branch.