



ASSH Chapter Guidelines

Purpose of the Chapters

The ASSH Chapters are designed to support on a regular basis the mission and objects of the Society. Chapters must adhere to the Rules of the Association and work within the stated mission and objects of the Society.

Recognition

In order to be recognised as an ASSH Chapter, the members proposing the Chapter need to seek recognition from the ASSH Executive. This would require a simple request, in the form of a letter, addressed to the ASSH Chapter Liaison Officer for recognition, outlining their intention to form a Chapter, the proposed structure of the Chapter, the first nominated Convenor, and the Convenor's contact details for correspondence.

There is normally only one Chapter per state usually located in the state capital, though a case might be successfully made for additional Chapters in regional areas. Chapters may also be established in New Zealand.

Organisation

The Chapter will nominate one person each year to serve as the Convenor of the Chapter's activities, who will also act as the liaison person with the ASSH Executive. The ASSH Executive must be notified as soon as the Convenor is decided or changed.

The Convenor's responsibilities include:

- Ensuring that the mission and objects of ASSH are promoted;
- Organising the Chapter's annual calendar of events/meetings;
- Providing notice of these events to the Executive and to the Editor of the Bulletin and the manager of the website;
- Producing and submitting the minutes of each meeting to the nominated Executive member, including a list of attendees;
- Encouraging attendees to become financial individual members of ASSH;
- Submitting any notices or information for Chapter participants for publication in the dedicated Chapter sections on the website and in ASSH Bulletin;
- Submitting an annual report to the Executive on the Chapter's activities.

Membership

Membership to ASSH can only be made through the National body. No Chapter can charge their own individual membership fees.

The Convenor of an ASSH Chapter is expected to be a current financial individual member of ASSH.

See also Finances

Meetings

It is the responsibility of the Convenor to arrange meetings of the Chapter. The nature, style and regularity of the meetings are to be determined within the Chapter. The Executive reserves the right to attend any Chapter meeting.

The meetings must be official ASSH meetings. This requires the Convenor to submit a list of dates and times to the ASSH Secretary for record, either in advance or as these are scheduled. The same information should also be provided to the Editor of the Bulletin and the Manager of the Website for publication and promotion. The Secretary, Bulletin Editor and the Web Manager should be notified of any changes as soon as possible. There is no requirement for the schedule of meetings/events to be approved by the Executive.

For insurance reasons, Chapter meetings must be minuted and the minutes must be returned in a timely manner to the ASSH Chapter Liaison Officer. Each minuted meeting needs to have at least the following recorded:

- Starting time of the meeting (the time the first attendee arrives (other than the homeowner if held in a private residence) at the meeting*);
- List of all participants, noting guests as a separate category;
- A record of the business of the meeting (this might be as simple as “Joe Bloggs presented a paper on XYZ”);
- Finishing time of the meeting (the time the last attendee leaves the meeting*).

If this is not done, the meeting is not covered under the Society’s insurance and the homeowner would be liable for any claim made by a member who, for example, injured themselves whilst in attendance.

**If the meeting is held in a club, bar or other public venue and some attendees decide to meet first for a meal, then the meeting is not yet deemed to have started. The starting time of the meeting is when the first attendee enters the space where the meeting is being held. Similarly, the finishing time is when the meeting formally ends and attendees leave, even if they stay on the premises for a social drink.*

ASSH Marks and Insignia

No Chapter may use the ASSH Name and/or logo in the promotion of conferences or publications, or in any other activity, without the permission of the ASSH Chapter Liaison Officer. All documents for public circulation, such as media releases, must be approved by the ASSH Chapter Liaison Officer.

Conferences

Chapters cannot run conferences without the approval of the ASSH Conference Liaison Officer. This would require the Chapter to submit a brief proposal stating the objectives of the conference, a simple business plan to demonstrate how costs will be covered and any requests for financial support the Chapter might be making to the Executive. The ASSH Treasurer should also be consulted ahead of time regarding financial arrangements.

See also Finances

Publications

Chapters cannot publish any material without the approval of the ASSH Publications Officer.

See also Finances

Finances

All financial matters must be organised by the ASSH Treasurer and appear in the Society's financial records. Chapters cannot keep their own bank accounts and cannot charge members or attendees separate membership fees. Any income generated by the Chapters (for example through conferences or other events) must be returned to the Society, but will be allocated to the Chapters.

Chapters are supported financially by the Executive through General Support and Special Purpose Grants (explained below).

Grants:

The ASSH Executive has undertaken to provide some financial support to the Chapters. Funding will be allocated as grants:

General Support Grant: This grant funds Chapter activities annually. The total of this amount receiveable by each formally recognised chapter is determined by the Executive each year. In 2006, a maximum of \$200 is available for each Chapter. These funds may be expended on administrative costs (including room hire, photocopying, stationary and postage), nibbles/beverages, Christmas party expenses and any other as approved by the Executive.

Special Purpose Grant: to fund a specific event (eg conference, or guest speaker). Available upon application and the total amount receiveable is to be determined by the Executive each year. In 2006, there is a total of \$1500 available, with each grant set at a maximum of \$500 (maximum of one grant per Chapter each year). These grants must be acquitted against receipts. These funds may be expended for an invited speaker (including travel, accommodation and meals), equipment hire, venue hire, publications costs and any other as approved by the Executive.

Applications for grants may be received at any time.



Application form for ASSH Chapter Grants

Chapter (*please circle*): SE-QLD, NSW, VIC, SA, WA, TAS, NT, ACT

Name of Convenor: _____

Contact Details of Convenor: _____

Type of Grant requested (*please circle*): General Support / Special Purpose*

Amount: \$ _____

*** Special Purpose Grants**

Please provide a description of the grant's purpose, how it will be expended, and what benefit it will bring to the Chapter and to ASSH.

Please provide an itemised Budget:

Signed: _____

Date: _____

Office Use Only

Date received:

Approved amount:



ASSH CHAPTER MINUTES

Chapter (*please circle*): SE-QLD, NSW, VIC, SA, WA, TAS, NT, ACT

Name of Convenor: _____

Date of Chapter Meeting: _____

Starting Time: _____

Finishing Time: _____

Attendees: _____

Business of Meeting: _____

Please email this form within two weeks of the meeting to:

Dr Bernard Whimpress
ASSH Chapter Liaison Officer

BWhimpress@saca.com.au