

REGIONAL BRANCHES CHARTER & BY LAWS



1. Objective of Regional Branches:

“To service ATEC Members and represent the local tourism export industry.”

2. Formation

The National Board of the Australian Tourism Export Council (ATEC) shall approve the formation of regional Branches under conditions as may be determined from time to time.

3. Purpose

The purpose of a Regional Branch shall be to enable its members to meet regularly to discuss tourism export matters pertinent to the State or Territory in which the Regional Branch is located which they wish brought to the attention of the National Board of ATEC and to increase and strengthen the membership of ATEC.

4. Goals / Tasks

- 4.1 Help to unite the local export tourism industry into a national body
- 4.2 Represent local ATEC members to ATEC National, industry organisations, government and the community on matters pertaining to export tourism
- 4.3 Conduct regular meetings and educational seminars (minimum of 4 per year) in cooperation with other industry organisations
- 4.4 Facilitate the education of the industry in regards to export tourism issues, skills and product knowledge
- 4.5 Raise the profile of ATEC with the government, media, general public and other tourism organisations in the State and region in consultation with the ATEC national executive
- 4.6 Efficiently service member enquiries
- 4.7 Increase membership through the provision of services appropriate for members needs

5. Branch Structure

5.1 Membership

Membership of a Regional Branch shall consist of a minimum of three (3) members of any category of member of ATEC. No organisation, firm or person may be a member of a Regional Branch unless such organisation, firm or person is a member of ATEC. If any member of a Regional Branch ceases to be a member of ATEC for any reason whatsoever that member, or its nominated representative, shall cease forthwith to be a member of any Regional Branch.

5.2 Voting

All full financial members receive a vote. There is one vote per member organisation.

6. Regional Branch Meetings

The chairperson of the Committee of the Regional Branch, or in special cases the National Board of ATEC may call Regional Branch meetings. A minimum of four (4) meetings shall be held each year provided that at least one (1) meeting shall be held each quarter. Not less than seven (7) days prior written notice shall be given to each member of such meeting.

An Annual General Meeting shall be held within three (3) months after the close of each financial year to re elect office bearers for the ensuing year. Such Annual General Meeting shall be classified as a Regional Branch Meeting.

The standard agenda must include:

- Chairman's Report
- Sub Committee Report(s)
- General Business

7. Sub Committees

The Regional Branch may appoint any sub-committees as may be required from time to time for the conduct of the Regional Branch business. Such sub committees must be chaired by a member of the Branch Committee.

8. Branch Committee Structure

Each Regional Branch may have a Committee elected from its members provided that **the total number** (including any secondees and appointees) of members of the Committee does not exceed ten (10) persons, seven (7) of whom shall be elected. At least one (1) elected Committee member must be an inbound tour operator.

The Committee shall appoint a Young ATEC representative if there is a current Young ATEC Chair in the Branch.

The Committee may if it considers it appropriate appoint and remove two (2) additional eligible persons having regard to skills and experience.

- The elected Committee votes for a Committee Chairperson
- There should be a nominated Vice Chairperson and Treasurer
- Chairperson to nominate 'YATEC Mentor' to assist / guide YATEC representative

8.1 Term of Office

The Branch committee is elected for a two-year term, half of which step down each year. To commence this rotation effect, at the next election, the half that receive the most votes are appointed for a two year term, and the other half scoring less votes are appointed for one year and then step down. They can of course be re-elected then for a two-year term at the next election.

Should a Branch committee member miss two consecutive meetings or two in a twelve month period then they can be removed from the Committee at the Committee's discretion.

8.2 Election of Branch Office Bearers

The branch chair, vice chair and treasurer is elected by the committee for a one-year term.

8.3 Voting

All Committee members, with the exception of secondees and appointees having Committee voting rights.

8.4 Quorum – Committee Meeting

A quorum for a Committee Meeting of a Regional Branch shall be four (4) members.

8.5 Finances

No additional fees shall be payable in respect of membership of any Regional Branch. The cost of mailing notices of meetings and agendas to members will be born by ATEC.

8.6 Branch Chairperson's Role

Liase with and report to the Managing Director of ATEC and the "Mentor" Board Member. Branch Chairperson to sign-off monthly Activity Report that includes:

- Financial Activity report (base information provided by National Accountant)
- General Membership report (base information provided by General Manager)

Duties:

- Coordinate the secretariat
- Spokesperson to government, media, industry in consultation with national office
- Represents the interest of the local branch members
- Drive branch activities
- Responsible for budget integrity
- Sign off on monthly reporting of all activities
- Sign off on monthly expenses
- Chairman's comments added into the monthly report (if relevant)
- Chair local meetings
- YATEC support

8.7 Vice Branch Chairperson's Role

Reports to Chairperson.

Duties:

- Support Chairperson
- Deputises when Chairman is unavailable
- Responsible for functions, events & related sponsorship

8.8 Branch Financial Co-ordinator Role (can be performed by Chair and Administrator)

Duties:

- Provide assistance to the branch secretariat with the preparation of both yearly budget & monthly budget report
- Monitors budgets
- Review regular budget performance reports from national accountant
- Monitors membership revenue
- Monitor function income / expenses

8.9 Branch Committee's Role

Duties:

- Task orientated work groups formed for a specific project / function
- Target key issues
- Work with the development of YATEC (nominate branch mentor)
- Membership lead identification

8.10 Branch Young ATEC Representative Role

YATEC Committee representative is elected to branch representative position by regional YATEC sub-committee. The representative on the Branch committee can be either the YATEC Chairperson or their representative.

Reports to the Vice –Chairperson or Committee Mentor/Secretariat

Duties:

- Contribute views of Young ATEC to committee discussions
- Liaise between ATEC Branch and Young ATEC branch committees
- Represent Young ATEC Branch issues in Young ATEC National discussions / forums
- Liaise with branch secretariat in the development of specific Young ATEC functions and events
- Provide monthly update on activities
- Contribute to ATEC national office communications to members
- Provide photographs of events for national office communications

8.11 National Board Member to "mentor" Branch Chairperson (allocated at National level)

All committee correspondence should be circulated to this person and an invitation to attend all meetings. The branch mentor is not required to attend the meetings. The mentor's role is to offer the Chairperson advice if required.)

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