



CATE

Careers and Transition Education
Association (Aotearoa) Inc.

Procedures Handbook

2018



CATE, *Careers and Transition Education Association*, is an incorporated society which must comply with the laws of New Zealand. It will have an approved and uniform method of conducting meetings in a fair, orderly and expeditious manner. Everyone involved with CATE, must also work to create an atmosphere of trust, mutual respect and shared purpose. All activities CATE undertakes fall within the scope of the purpose of the Constitution.

Table of Contents

Requirements	5
Register.....	5
Documentation.....	5
Restrictions on money-making activities	5
Entering Contracts.....	5
Changes to the Procedures Manual	7
Election of National Executive Officers.....	7
Executive Officers Roles and Responsibilities	7
President	7
Secretary.....	8
Treasurer	9
Webmaster.....	9
National Executive Regional Representatives.....	10
Immediate Past President	10
Holding Meetings.....	10
Business of Meetings.....	11
Agenda.....	11
Introducing business and making motions.....	11
Moving Reports	12
Making decisions.....	12
Minutes	12
Annual General Meeting	13
Remits.....	13

Regional Associations	14
Regional Membership	14
Powers and duties	14
Regional Committee	14
Regional AGM	15
Finances	15
Quorum	15
Establishing a new region	15
Guidelines for Regional Treasurers	15
Regional AGM Meetings	15
Membership Fees	16
Membership Lists	16
Payment of fees	16
Financial Year	16
Life Members	16
Lapsed Members	16
Expression of Interest in holding Conference	16
Purpose of Conference	16
Registering interest to host Conference	17
Annual Conference Management	17
National Executive responsibilities	17
Conference Convenor responsibilities	17
Conference Planning Committee responsibilities	18
Event Management Company responsibilities	19
Complaints	19
Procedure	19
Investigation	18
Timeframe	20
Remit for AGM	21
Nomination Form for National Executive Officers	22
Expression of Interest to hold National Conference	23
Conference Requirements	24

1. Requirements:

Register

CATE must keep a register of all its current members:

- Name
- Address & contact details
- Date they became a member of CATE

Documentation

Documentation that should be retained for 7 years to enable the Association to complete its financial records needs to include:

- A numbered receipt book and duplicate copy
- A bank deposit book
- All current & used cheque books
- All bank statements
- All invoice & payment authorisations
- A receipts & payment journal
- A petty cash payment book

Restrictions on money-making activities

CATE is an incorporated society which is a non-profit organisation. Financial gain is making a profit with the intention of passing that profit on to some or all of its members.

CATE may make money through membership subscriptions or other fundraising and retain that money and use it to further its objectives.

The Incorporated Societies ACT 1908 also provides for several situations that may otherwise be considered financial gain:

- The property of the Association can be divided amongst its members when the Association is dissolved.
- If the Association is established to protect or regulate a trade, industry or similar undertaking that the members are involved in.
- Members of the Association can receive a salary as an employee or officer of the Association.

Entering Contracts

CATE is a separate legal entity. It can enter into a contract if the contract is the type of agreement that would need to be in writing between individuals and signed by a person (usually an Executive Committee member) with the express or implied authority of the Association. For example – Conference organisation.

Note: 'The purpose of any contract signed on behalf of the Association must conform to the Constitution of the Association'.

2. Election of National Executive Officers:

The President-nominee will propose his/her team (Secretary and Treasurer). A proposer and seconder will be required for the President only. At the AGM, members will vote once to elect the President and his/her team.

Nominations may be offered in writing, by any financial members, on the approved nomination form, which is available on the web site.

The nomination form must be accompanied by profiles of the proposed President, Secretary and Treasurer and must be received at least forty two days prior to the AGM.

Where the proposed team members come from different regions the profiles should include a brief outline of how the team will ensure an effective working relationship.

Only financial members present at the AGM may vote.

Where there is more than one candidate, voting will be done by ballot. When there is only one candidate he/she will be elected by acclamation.

3. Executive Officers Roles and Responsibilities:

President

- Provide leadership to the Association through the National Executive and the Executive Officers.
- Ensure the efficient organisation of the Association is run in such a way that the purpose outlined in the Constitution is progressed each year.
- Set dates and location of Executive Officers' meetings.
- Facilitate /Chair National Executive meetings, Executive Officers' meetings and the AGM:
 - to guide the groups discussions while keeping the discussion focussed on the matter at hand
 - ensuring each member has the opportunity to participate in discussion

Secretary

- keeping on schedule according to the set agenda
- Ensure core issues facing the Association are addressed, presented and followed up on.
- To work with the members of the National Executive and the Association to set goals and direction for the year and to ensure that they are achieved.
- Manage and oversee the interface between the Association and the public/professional liaison agencies.
- Supervise and ensure all of the business and affairs of the Association are in consultation with the National Executive and are carried out efficiently where actions are clear in terms of what, who and by when are noted.
- May sign, with the other Executive Officers any authorised points of business.
- Manage any initial contact relating to disciplinary matters and to follow up with the National Executive Officers in a timely and fair manner according to 4.3 in the Association's Constitution.
- Act as the principal representative and official spokesperson of the Association to promote its goals, objectives and activities.
- Make the arrangements for the smooth and efficient running of the AGM, National Executive meetings and Executive Officers' meetings, in regards of the venue, date and time in line with requirements of the Association constitution.
- Keep accurate records of the Association.
- Handle the correspondence of the Association, pass on to the appropriate committee member and keep note of where they are.
- Write letters as directed by the President.
- Ensure the Notice of meetings and the Agenda for any meetings are advised to members according to the Association constitution, along with copies of minutes from the previous meetings.
- Call for agenda items, prior notice of dates and arrangements.
- Keep accurate minutes of the meetings of the Executive Committee, the National Executive and the AGM, recording those present, apologies, those moving and seconding are recorded and dates for future meetings.
- Keep a list of actions agreed at each meeting, regarding what is to be done, by whom and by when.
- Maintain an up to date file and ensure that all records are ready for hand over to the incoming committee, especially where any resolutions or actions are agreed.
- Retain the master copy of all Association documents and ensure that they are available for the future use of members, this includes membership forms, letterhead templates etc.
- Ensure that arrangements are to hand for voting at meetings

should it be needed and a quorum is agreed upon beforehand.

- Ensure that there is a full up to date list of members available to the President and the National Executive at the AGM.
- Ensure that there is information to hand to run meetings, including copies of the Association Constitution and details of process.
- Make sure all of the incoming committee members know the roles and responsibilities and the arrangements for the first meeting of the new Executive Committee and have contact details for each member.
- Hand over all the Association records to the incoming secretary within 2 weeks of the AGM.
- Agree with National Executive to the content published on the website.

Treasurer

- Ensure that the Association finances are managed in accordance with the Constitution.
- Maintain an accurate record of financial members of the Association and the register of members is kept up to date in compliance with the Incorporated Societies Act 1980 and available to the Secretary as required.
- Ensure that membership information is collected in such a way that it is used for the benefit of the Association and in compliance with the Privacy Act.
- Present financial accounts of the Association to National Executive meetings
- and the AGM.
- Prepare a budget for presentation at the first National Executive meeting so that expenditure and projected income against the budget can be discussed and approved.
- Ensure that any proposed changes in the rate of the annual subscriptions are discussed in advance of AGM and that the rationale is prepared for presentation and discussion at the AGM.
- Prepare the annual accounts and have them audited in time for presentation at the AGM.
- Take forms to the AGM such as new cheque signatories etc.
- Ensure that any cheques are banked within 7 days of receipt.
- Ensure that any invoices are presented to the Executive Officers and payments are made promptly.
- Deal with any queries relating to joining and resigning from the Association.

Webmaster

- Ensure that the website is maintained in a way that supports the needs of the Association and the purposes of the Constitution.
- Ensure that the website is maintained and operated in a way that attracts new members to the Association and has

information to enable prospective members to join.

- Ensure that the website acts as a repository of information for use by the Association members.
 - Undertake an annual review of the website and archive any non-current information.
 - Ensure website is up to date.
 - Encourage Regional areas to contribute.
 - Keep up to date documentation of website processes for hand over to future Committee members.
-
- Represent the interests of the members of their regions.
 - Distribute information/requests etc from the National Executive to their regional members.
 - Ensure membership fees and lists are provided to the National Treasurer and/or Secretary in the appropriate format by the end of June.
 - Ensure the National Treasurer and/or Secretary are notified of any changes to membership throughout the year.
 - Provide a report for each National Executive meeting and AGM.
 - Carry out tasks as agreed upon at National Executive meetings.
 - Meet all deadlines or advise the President otherwise in a timely manner.
 - Encourage regional members to contribute material to the website.

**National Executive
Regional
Representatives**

**Immediate Past
President**

Where practicable:

- Assist in the smooth transition of the Executive leadership.
- Mentor the incoming Executive Officers, especially the President.
- Attend National Executive meetings for a maximum of one year.

4. Holding Meetings:

**CATE must hold the following
meetings:**

- An Annual General Meeting, AGM, where all members are invited to be present.
- National Executive meetings where regional branch representatives and Executive Officers are present.
- Executive Officers meetings where the President, Secretary and Treasurer are present.

5. Business of Meetings:

Agenda

An **agenda** is a list of items that the meeting has been called to discuss.

Members should receive an agenda at least 14 days before the meeting.

To put something on an agenda, you should contact the **President and/or Secretary** at least a week before this date.

The Agenda is usually prepared by the President and/or Secretary.

A sample agenda

- Welcome and Opening
- Apologies - This is usually the first item of business on the agenda.
- It is courteous to notify the **President (or at least the Secretary)** at least 24 hours in advance if you can't attend a meeting and your reasons why.
- Minutes of the previous meeting
- Matters arising from the minutes
- Correspondence
- Matters arising from the correspondence
- Reports (President, Financial, Regional etc...)
- General Business
- Date for next meeting

Introducing business and making motions

A **'motion'** is a formal recommendation put by a member to a meeting for debate and consideration, by saying "I move that..."

Motions must be clear and direct e.g.: "I move that \$250 be spent on a new whiteboard".

All motions should be minuted. The name of the person putting forward the motion and the name of the person seconding it must be recorded in the minutes. Where possible a motion should be put in writing before the meeting, to make it easier for the secretary or minute taker to accurately record it.

There are two types of motions: those that deal with the business of the organisation itself (**'substantive motions'**) and those that deal with the way the meeting is run (**'procedural motions'**).

Each motion (except motions "from the chair") has to be supported

'seconded') by another person before its open for discussion. The Chair then asks the proposer to speak to the motion. Other members can add to this discussion. If there is no discussion, the motion is then put to the meeting for a decision, and members indicate (by vote) whether they agree or disagree with it. If a substantive motion is passed, it becomes a 'resolution'.

Moving Reports

The person presenting the report moves that it be accepted. This is then seconded and put to the meeting for acceptance. This includes *Correspondence* and reports from the *Treasurer, President, Website Administrator, Conference Convenor(s), PPTA representative*. Regional Reports are considered collectively.

Making decisions

The **members** of the committee should decide what constitutes a majority when making decisions or whether to work with consensus.

A majority usually means either 50%+ or 2/3rds of the members at the meeting who vote.

Consensus decision making is more informal and allows all members to feel comfortable (if not completely agree) with a decision before it is made.

Consensus decision making can be more time consuming.

Minutes

Minutes are the official record of what happened at a meeting. They can be verbatim or provide a summary of what was debated and record the decisions made.

Minutes are usually distributed a few days after a meeting and at the next meeting members will decide whether to accept them as a true and accurate record.

Once accepted, they are considered the formal record of the meeting.

6. Annual General Meeting:

CATE is required to hold at least one general meeting a year. Section 8 of the Associations Constitution sets out the procedures for the notification and conduct of the AGM.

Remits

Remits usually recommend a certain course of action which must be consistent with the Constitution.

Non-constitutional remits require a simple majority of votes.

Constitutional remits require a 2/3 majority of votes.

Regionally, remits are submitted by members for consideration at the Regional AGM and relate to that region only.

Nationally, remits are submitted by a region(s) for consideration at the AGM.

Time must be allowed for regions to be notified of the proposed remits and discuss them at their regional meetings prior to the annual General Meeting.

Timeframe

1 July Call for nominations for National Executive Officers.

1 August Call for remits.

1 September Remits to be received by the Secretary in the appropriate format (see Appendix)*.

An explanation and statement of case should be submitted with every remit. Secretary to notify proposer and seconder if clarification is required.

5 October Remits to be distributed to Regional Representatives for consideration by their region.

Profiles and working outline (where appropriate) to be distributed at this time to Regional Representatives for distribution to their members.

Notice of the AGM, including proposed agenda and remits will be notified at least **21 days prior** to the meeting date.

The National Executive Committee will meet at Conference, prior to the AGM, to consider the suitability of each remit for presentation.

Remits are voted on at the AGM. Amendments may be accepted from the floor at the President's discretion.

Order of speaking to remits:

- Proposer
- Secunder
- Other speakers – once only per person
- Proposers response (if wanted)
- Seconders response (if wanted)
- Remit is voted on

Speaking times are at the President's discretion.

* In line with *Amendments to the Constitution: Clause 14.2* of the Constitution

7. Regional Associations

Preamble: The structure of the Association shall be on two levels, with National and Regional representation. An individual may apply for membership to a Regional Association. This will give automatic membership to the National Association.

Regional Membership

- The National Executive may, at its discretion, grant registration to any region upon such terms and conditions as the Annual General Meeting may approve.
- The National Executive shall determine the boundaries of all regions.
- Every Regional Association shall have its membership open to all members situated within the regional boundaries as determined by the National Executive.

Powers and Duties

- To support and assist the Association in furthering the purposes of the Association.
- To form a link between members and between its members and National Executive.
- To discuss matters referred to it by the National Executive.
- To pay all membership levies to the National Executive by July 5th each year.
- To manage any money assigned to the Regional Association by the National Executive for the financing of its activities.
- To supply to the Annual General Meeting each year a

Regional Committee

- The Regional Association shall elect its Committee annually.
- The Committee of the Regional Association shall consist of a Chairperson, a Secretary and a Treasurer (or a Secretary/Treasurer), together with such other Officers as the Regional Association may determine.
- The Committee of the Regional Association shall normally take full responsibility for the affairs of the Regional Association.

Regional AGM

Each Regional Association shall hold its General Meeting before 30th May and within two weeks shall forward to the National Executive Officers:

- a statement of names of the Officers of the Regional Association,
- the elected National Executive Representative for the coming year
- a statement of accounts for the previous financial year.

Finances

The Regional Association shall make its books/papers/accounts available to the National Executive if requested.

Quorum

For regional meetings a quorum will be 20%, or a minimum of 4, members.

Establishing a new region

A new region may apply to National Executive for a start-up grant of \$500.

Its members are excused from paying membership fees to the National Association for the first year.

Its secretary will forward to the National Secretary a full list of current members and their contact details in the required format before 30th of June.

A mentor or contact person will be appointed by the President to liaise and support the region in their first year.

8. Guidelines for Regional Treasurers

Regional AGM Meetings

Each region sets a date for its own AGM. This must be arranged on a date which allows time for fees to be collected and forwarded to the CATE National Treasurer before the end of June.

Membership fees

At the regional AGM a fee is set which covers:

- national membership fee of \$25, plus
- the costs of regional activities.
- The Regional Treasurer then invoices members. NOTE: National Exec does not invoice the regions.

Membership Lists

Contact details of members are updated on the template provided by the National Treasurer. This is emailed to the National Treasurer before the end of July. Only members who have paid their fees for the current year should be included on the template. Details of late payers can be forwarded at a later date.

Payment of fees

A region's fees can be paid by:

- direct debit into the CATE account 03-0543-0219623-00. Ensure you identify the source of payment. Notify the national treasurer that you are paying via direct credit and the amount you are paying, or
- cheque made out to CATE or Careers & Transition Education Association.

Financial Year

The year for CATE membership runs from 1 July to 30 June the following year. For regional matters, the most practical arrangement is for the year to run from one AGM to the next.

Life Members

These members will need to be included on the Membership list sent to National Executive, although they are not expected to pay fees.

Lapsed Members

Existing members who have not renewed their membership by the due date are not entitled to membership privileges such as Early Bird registration for Conference or CATE-provided subsidies and grants. They should be removed from the region's membership list until they pay their fee for that year.

9. Expression of Interest in holding Conference

Statement of purpose of Conference

The Annual National CATE Conference is the flagship of professional development for our association's members.

- CATE Conference will support our members by providing resources and speakers on current developments within the careers and transition education spectrum.
- CATE Conference will provide members the opportunity to enhance capabilities, expand networks and grow partnerships. It should provide tangible benefits to all those in attendance.
- CATE Conference will operate in an atmosphere of mutual

respect and shared purpose.

Registering interest to host Conference

All regions may register interest in hosting the annual CATE Conference

- Download and complete the EOI form or see Appendix
- This form must be in the hands of the National Secretary by the 1st of June of the year prior to the Conference date i.e. hosting in 2017, National Executive needs completed EOI by June 2016.
- National Executive Officers will review all EOIs to ensure the region is current with membership and has supplied all requested information.
- EOIs will be referred to the Event Management Company for feedback.
- National Executive Officers will make the final decision and notify the successful region by the end of June.
- Any region may co-opt a CATE member from another region to be part of the Conference Committee but this must be noted on the EOI.

10. Annual Conference Management:

National Executive responsibilities

- Select Conference hosting region during the previous year. If no region wishes to host Conference, it will be hosted by National Executive.
- Contract an Event Management Company to work alongside the Regional Conference Committee
- Administer, as/when needed, an underwriting fund of \$50,000 for each Conference.
- Provide advice on funding, legal and tax issues as/if required.
- Monitor time lines and deadlines.
- Consult with Conference organisers about cost structures.
- Approve any major financial expenditure outside of venue and catering.
- Help identify sponsors.
- Assist with identifying speakers, workshop presenters, social functions, activities as/if required.

Conference Convenor responsibilities

- Establish a working relationship with the Event Management company contracted by the National Executive.
- Liaise with the President on a regular basis on the progress of

the Conference planning.

- Follow the Conference Handbook guideline as established by the National Executive
- Ensure that the programme, cost structure, and registration process meets the standard expected by the National Executive. Gain approval from National Exec. before committing to any major financial expenditure outside of venue and catering.
- Monitor the practices of the Event Management Company.
- Present a report to National Executive at first meeting following Conference; this report to include a breakdown of Conference finances.

**Conference Planning
Committee responsibilities**

- Venue:
 - Select suitable venue.
 - Decide most effective use of the venue facilities.
- Organisation:
 - Prepare a project plan.
 - Allocate key tasks & responsibilities within the Conference committee.
 - Prepare a budget, which includes a summary of registration fees that need to be charged.
 - Set time lines and deadlines and advise National Executive.
- Sponsors' Contact:
 - Produce sponsors' pack in association with the Event Management Company.
 - Consult with President about cost structures as/when necessary.
 - Identify sponsors
 - Develop a close liaison with sponsors prior to, during and after the Conference.
 - Ensure that the benefits outlined in the contracts are delivered to sponsors.
- Registration Management:
 - Promote registration to the members.
 - If Conference is over-subscribed, set up and manage an equitable waiting list.
- Programme planning:
 - Organise speakers, workshop presenters, social functions, activities in liaison with the Event Management Company.

Event Management Company responsibilities

- Administer the Conference website
- Manage the Registration process up to and during the event.
- Negotiate accommodation options
- Negotiate all contracts
- Collect monies on behalf of the Conference Committee
- Communicate effectively with the Conference Convenor as CATE's first point of contact.
- Attend Conference meetings
- Prepare a financial report in time for the Conference Convenor to present at the first National Executive meeting following Conference. Initial transfer of funds to CATE to meet the same deadline.



Financial Consideration

Profits from the Annual Conference will be given to the National Treasurer and then split:

- 2/3 remain in National Executive account.
- 1/3 to be returned to the Region who hosted the Annual Conference.

11. Complaints

Procedure

Should a CATE member wish to bring a complaint against another member:

- the complaint should be made in writing to the President, or their Regional Executive representative.
- the letter will immediately be reported to all members of the National Executive.
- the president will appoint a subcommittee of three Executive members, with all members being outside the region(s) of the people involved in the complaint. If a member of the Executive is involved in the complaint process a supervisor from outside CATE will be appointed.
- The person against who the complaint has been made will be informed of the formal complaint.

Investigation

The complainant and the person being investigated will be informed of the following process:

- The parties involved will be invited to meet with the Complaints

Sub-committee.

- If meetings cannot be arranged both parties will be invited to put forward written submissions.
- The Sub-committee will put together a report, and recommendations for action, and present this to the next executive meeting.
- The National Executive will determine the action to be taken and inform both parties.
- The complainant and the person being investigated both have the right of appeal to the full Executive who will conduct any further investigations and make a binding decision on all parties.
- All matters will be handled with due sensitivity and confidentiality

Time Frame

The time frame for this process should be kept as short as possible, taking in to consideration the long period of time between Executive meetings. Ideally the situation should be resolved within six months.



REMIT FOR ANNUAL GENERAL MEETING

A remit takes the form of a resolution duly proposed and seconded and can relate to any relevant subject. They usually recommend a certain course of action which must be consistent with existing rules. Any remit inconsistent with existing rules will be ruled out of order. An explanation and statement of case should be submitted with every remit.

Remit Deadline: In the hands of the Secretary by **1 October 20...** at 5pm so these can be circulated to regions for discussion prior to the AGM.

REMIT	
Proposed by:	Seconded by:
Region:	
Remit:	
Explanation & statement of case:	
This remit to be sent to: Email: secretary@cate.org.nz	

If insufficient space please continue on reverse side and/or attach any relevant material.



NOMINATION FORM FOR NATIONAL EXECUTIVE TEAM

Positions to be nominated:

President

Nominee (full name) Region

Proposed by:

Name Signature

Address

Phone Email

Region Date

Seconded by:

Name Signature

Address

Phone Email

Region Date

The President-nominee has named the following persons as his/her Secretary and Treasurer. There is no voting requirement for these positions.

Secretary

Nominee (full name)
..... Region

Treasurer

Nominee (full name)
..... Region

*This form is to be completed and forwarded to the CATE National Secretary **at least 42 days** before the Annual General Meeting.*

Send to: secretary@cate.org.nz



CATE

Careers and Transition Education
Association (Aotearoa) Inc.

Expression of Interest to host National Conference

1)

Regional Host:	
Date:	
Region Chairman:	
Region Executive Member:	
Conference Chair:	
Venue for Conference:	
Venue Capacity:	
Venue for Welcome Reception:	
Venue Capacity:	
Exhibition Arena:	
Exhibition Arena Capacity:	
Food and Beverage Package:	
Gala Dinner Venue:	
Gala Dinner Capacity:	
Transport:	

2)

Please also supply a statement of intent from your region (up to 250 words) explaining the benefits you expect to gain from hosting the Conference and also the benefits of having the conference in your region.

Along with the guidance in the CATE Procedures Handbook and Conference Handbook please see over for a detailed list of requirements for the successful hosting of Conference.

We look forward to receiving your EOI.

Thank you

CATE National Executive.

CONFERENCE REQUIREMENTS

- full days, Wednesday, Thursday and Friday
 - Pack in Tuesday, Pack out Friday/Saturday
- Approx. 550 delegates
- Plenary room cabaret ovals preferred seating style
- 6 Breakout rooms required, cabaret style preferred, have used theatre style in the past.
 - Plenary room can be used as 1 breakout if necessary. Hold a minimum of 50 pax.

- Welcome cocktail reception on the Wednesday night (may be held offsite)
- Gala dinner on Friday night (may be held offsite)
- Wireless internet availability

Exhibition

- Front runner Panels – 2.3m high black Velcro receptive panels
- Electrical - Spotlights 150 watt/power outlets 10amp
- Signage – Company name signs (standard white corflute with black text)
- Furniture – dressed trestle tables with table cloths and chairs per booth
- Approx 40-50 booth spaces requiring a standard size of 3 x 3m or 3 x 2.4m and 8-10 booth spaces requiring a double booth size of 6 x 3m
- Ideal space is 6 basketball/netball courts
- Daily catering also held in this space
- Wireless internet availability required

Food and beverage

- Day Delegate Package including arrival tea and coffee, morning tea, lunch and afternoon tea per day (to be held in the exhibition space)
- Substantial canapés for welcome reception (may be held offsite)
- 3 course plated meal for gala dinner (may be held offsite)

Accommodation

- Approx. 350 accommodation rooms required
- A mix of single, twin and triple share is required
- Can be accommodated in multiple accommodation providers, preferably close to other accommodation and conference venue but not essential

Transport

- Daily return transfer/shuttle service of delegates to conference venue from accommodation providers if relevant
- Coach Transfer of approx. 550 delegates required for welcome reception venue/location if offsite

- Coach Transfer of approx. 550 delegates to gala dinner venue/location if offsite

