

## Regional Hub Guidelines

Welcome.

Section 10 of the Apiculture NZ (ApiNZ) Constitution deals with the operation of Hubs and this handbook is designed to provide additional guidance that will assist Hubs to run efficiently and effectively and maximise benefits to their members.

In the main, this handbook contains suggested guidelines for the Hubs' operation – they are not a set of binding rules because ApiNZ appreciates that Hubs must have flexibility in terms of how they support members.

The only aspect of this handbook that is mandatory is the section outlining how Hubs will meet their legal and financial obligations. Following those rules closely is for the protection of the Hub and its officers, and for ApiNZ as a legal entity with legal and financial reporting obligations.

The content of this handbook has been prepared based on input from ApiNZ members. It is still a draft version and we are seeking your feedback. If you feel any of this material could be enhanced to assist in the day-to-day operation of a Hub – please contact the ApiNZ Chief Executive.

### **APINZ CONSTITUTION – SECTION 10 – STATES:**

- 10.1 Regional Hubs will be flexible organisations of Members linked through apiculture related activities, with the purpose of supporting interaction among Members.
- 10.2 Regional Hub members, if they so elect, may establish a Regional Hub Committee to promote and assist regional social activities, education and training with support from the Industry Management team, where appropriate.
- 10.3 Regional Hub Committees if established will be required to manage any Hub finances and Bank accounts on behalf of the Association as directed by the Board, with guidance from the Association's Accountant.
- 10.4 Regional Hubs will be entitled to receive funding for apiculture good activities as the Board may from time to time determine.
- 10.5 The Management Team in association with the Regional Hub Committees will, as required, assist the planning and delivery of Regional Hub activities, including Field Days, workshops and meetings and communications. The Management team will also facilitate and manage the voting procedures for Regional Hubs as determined from time to time.
- 10.6 Any funds generated by regional Hubs will be the property of the Association. The Hub treasurer shall record and maintain books of account as directed by the Board and shall present an annual statement of account, as directed by, and for review by the Chief Executive Officer. Such funds will be expended for the benefit of members of that Hub, or for industry following consultation with that respective Hub.
- 10.7 The Board will nominate one Director to each Regional Hub, for the purpose of providing the Regional Hub with a direct point of contact to the Board.
- 10.8 Regional Hubs may be established or disestablished by a decision of the Board following receipt of a proposal to do so from any group of Members of the Association.
- 10.9 A Member's Regional Hub affiliation(s) will be nominated by them on their Annual Membership Subscription Form. Every Member of the Association shall be entitled to be a

Member of a Regional Hub in the area the Member lives or of another Regional Hub as agreed by the Board.

10.10 Regional Hubs will be operated within policy directives set by the Board from time to time.

#### **CRITERIA for establishment and/or disestablishment of a Regional Hub**

- Regional Hubs may be established by a decision of the ApiNZ Board following receipt of a proposal to do so from any group of members of the Association.
- To establish a Regional Hub, prospective members must:
  - Describe the geographical boundary of the proposed Regional Hub and outline the Hub's purpose, i.e. Support interaction of members, help facilitate regional field days, or assist with the provision of education or training activities.
  - Demonstrate that they have a group of at least 10 ApiNZ members willing to be part of the Hub and that the proposed Hub does not conflict or overlap any neighbouring Regional Hubs.
  - Nominate one member to be the Hub's official contact person and provide that person's contact information to the ApiNZ management team.
  - Acknowledge that the Hub will comply with all legal and financial management and reporting systems required by ApiNZ.
  - Agree to have an AGM before May 31 each year. The purpose of this is to sign off annual financial reports and create the opportunity for Hub members to elect office holders prior to the ApiNZ AGM in June.
  - Notify the ApiNZ management team of any office holders and any change in those office holders.
- Should any Hub wish to disestablish itself, that Hub must advise the Board in writing of its intentions to do so, with at least seven members' signatures.
- Reasons for disestablishment should be provided and can include:
  - The purpose of the Hub is completed or redundant.
  - Active membership of the Hub has dropped to fewer than 10 members.
  - The members would like to merge with another nearby Hub and create a larger Hub.
- In the event of disestablishment, the Hub must submit up to date financial statements (performance and position) to the ApiNZ management team.
- All monies held by that Hub will be held in trust by ApiNZ for three years from the date of dis-establishment in case the Hub is re-established within that timeframe.

#### **MEMBERSHIP of a Hub**

- If they wish to do so, ApiNZ members may belong to one Regional Hub. The Regional Hub servicing the area in which the member lives will generally be the Hub they nominate on their Annual Membership Subscription Form.
- Members cannot belong to more than one Hub.
- If an ApiNZ member does not want to belong to a Hub, they are still a sector member through their subscription. That sector may hold all the value they require.

## PERSONAL information

- If Regional Hub members require personal information (as that term is defined in the Privacy Act 1993), of members, or of any other individual, held by ApiNZ, such information can only be provided:
  - with the consent of the relevant member / person to which the personal information relates; or
  - on the basis that providing the information is in compliance with and authorised by the terms on which the personal information was provided to or obtained by ApiNZ.

## Use and management of Hub membership lists

Hub committees should nominate one elected Hub officer to be responsible for the Hub's member contact database and ensuring it is used appropriately. The Management Team will provide that person with regular updates to that list. This person will also be responsible for ensuring use of the members' list complies with the Privacy Act and that only relevant material is circulated to the names on this list.

## CONFIDENTIAL information

- Regional Hub members may, as part of their activities, be privy to or receive confidential information relating to the business and operations of ApiNZ (**Confidential Information**). Members shall not, without the prior written consent of the Board of ApiNZ, disclose to any other person any Confidential Information. Irresponsible actions in relation to this clause may place membership of the Association in jeopardy.

## POLICY directives and NOMs

- In terms of their daily operation, Regional Hubs will comply with:
  - Notices of Motion (NoM) passed at the ApiNZ AGM
  - All legal and financial reporting requirement imposed on and by ApiNZ
  - Any policy directives set by the ApiNZ Board
- Regional Hubs will adopt policy positions that are consistent with those agreed by the Board and no Hub will operate outside the ApiNZ scope.
- Regional Hubs can generate their own NoMs for consideration at the ApiNZ AGM. This NoM must be supported by the signatures of at least 10 Members (refer to ApiNZ Constitution Clause 21.2).
- Regional Hubs may at any time bring to the attention of the management team or the Board any matter that they feel requires attention.
- Regional Hubs should refer any media enquiries they may get about apiculture industry matters to the ApiNZ CEO.

## RESPONSIBILITIES of a Hub Committee

### *First Option: Hub Co-ordinator only*

- If a Regional Hub decides they have no purpose in being responsible for any financial matters, then their only requirement is to appoint a Hub Co-ordinator. The Hub Co-ordinator's task is to liaise with the Management Team for the sole purpose of being the Hub contact person. In this simple case the Hub need not elect a committee and may function in any way they choose to deliver value to Hub Members. For instance, the Hub Co-ordinator would be contacted if a regional field day was to be organised in that particular region.
- **If the Hub choses this option it cannot hold any funds or engage in in any financial transactions.**

### *Second Option: Hub Committee*

- If, however, the Regional Hub wants to hold funds and engage in financial transactions it must:
  - Operate a bank account.
  - Appoint a Committee, which includes a properly designated Treasurer.
- The following outlines the responsibilities of the Committee.
  - Appoint a Treasurer.
  - Ensure the Hub complies with all ApiNZ delegated financial and legal compliance requirements (see **FINANCIAL** management reporting systems).
  - Hold an AGM before May 31 each year, where at least a Chairperson, secretary and Treasurer, or Chairperson and secretary/treasurer are nominated and elected.
  - As a guideline there must be a quorum of at least five members at an AGM and minutes must be taken and circulated to all Hub members in a timely manner.

## COMMITTEE election process

- The committee will be formed from whomever volunteers.
- The committee comprising a Chairperson, Secretary and Treasurer or a secretary/treasurer will be elected at an AGM each year. It would be reasonable for all members of the Hub to have **sufficient notice of a meeting of at least 10 days and 21 days for an AGM.**
- The election process may require a vote in which case a simple majority through show of hands will suffice. If a secret ballot is asked for, then this must be provided. Any simple method may be utilised that satisfies the purpose.

## Relationship between Hub, board and management team

- The ApiNZ Board will nominate one Director to each Regional Hub, for the purpose of providing the Regional Hub with a direct point of contact to the Board.
- That Director's details will be made available to all Members of the relevant Hub.
- In the first instance, it is suggested that a Hub Member contact the ApiNZ management team through their Hub committee to raise any issues concerning the Hub, or to have any questions answered.
- If a Hub is dissatisfied with the actions of the management team, that Hub should raise its concerns directly with the appropriate Director.

- The management team is also the first point of contact for supporting the Hub with its day-to-day activities.
- Hubs should note that the management team is to act in a supporting capacity only, except in terms of ensuring Hubs meet their legal and financial obligations. In those instances, the management team will be responsible for ensuring Hubs meet their compliance obligations.
- Where appropriate, the management team will forward issues relating to a Hub to the Director responsible for that Hub so they can be addressed at a Board level.

## **FINANCIAL** compliance procedures for Hubs reporting systems

### *Financial compliance procedures for Hubs*

ApiNZ must comply with all the relevant financial reporting and legal requirements governing an incorporated society.

In order for the Association to be fully compliant, Hubs must also meet specific financial management requirements.

This section stipulates those requirements which all Hubs must adhere to. These requirements are in place to:

- provide financial transparency across each Hub
- minimise financial and regulatory risk for Hub and National executive
- safeguard the financial resources of each Hub
- ensure consistency across each Hub in respect of
  - financial controls
  - financial reporting
- ensure compliance across each Hub in respect of
  - financial reporting
  - tax reporting
- drive financial governance through the Association

In order to comply, all Hubs carrying out financial activities or holding funds will:

1. Implement, or support a representative nominated by the executive, Xero accounting software utilising a consistent chart of accounts and deck of reports. The cost of setting up, training on, and maintaining Xero shall be met by the ApiNZ executive.
2. Ensure their treasurers receive training on Xero so they can use the software appropriately. It is anticipated that this training will be provided, free of charge, by the ApiNZ executive.

Alternatively, the hub will be required to allow full financial access to a representative nominated by the ApiNZ executive to enable compliance with all financial requirements,

3. Bank with the institution nominated by ApiNZ.
4. Make all payments by bank transfer where possible.
5. Comply with delegated spend authorities for the Hub chairperson, treasurer and committee members (eg spend level authorities). Dual signatories / electronic authorisations will be required for major transactions (to be defined).
6. Follow the ApiNZ mandate (to be finalised) concerning account access and spend authorities – at a minimum this would include dual signatories / tokens, spend / transfer limits, account opening / closing protocols.
7. Follow the ApiNZ mandate concerning how and whether funds are held in cheque / savings and term deposit accounts.
8. Submit a six monthly P&L and Balance Sheet to the ApiNZ Board within two weeks of 30 September (if a treasurer is in place that is performing this finance function) if the hub controls assets exceeding \$20K in value.
9. Submit annual P&L and Balance Sheet to National Exec with supporting balance sheet documentation (bank statements etc) within four weeks of year end i.e. 31 March (if a treasurer is in place that is performing this finance function).
10. On cessation, immediately transfer all funds to the ApiNZ executive to be held in quasi trust for a period of not less than two years to be transferred to a successive hub. If no subsequent hub is established within **three years** the board shall at that point determine how to best apply the funds for the betterment of the industry.

#### **SEEKING financial support for Hub activities**

- There is no intention for the ApiNZ Board to become involved in the Hubs' financial affairs.
- Hubs must understand that they are responsible for their financial affairs and they cannot request a loan from the ApiNZ Board to support any running costs for the Hub.
- ApiNZ will not charge Hubs any establishment costs or any administration fee.
- Hubs can seek financial support from ApiNZ to support industry good activities.
- Hubs should apply for funding using the Financial Support Request Form (to be written).
- This should be sent to the management team who will consider the application and forward it for Board approval.
- Certain criteria must be met for funding applications. As a simple guideline, applications generally must be for industry good activities such as education or training.
- Limits as to how much any one grant could be and how many grants a Hub can get each year will be set from time to time by the ApiNZ Board.

#### **OTHER matters to be considered**

- A social media policy
  - If a Hub has a Facebook page or a Twitter account etc. it has to be managed in a way that is not used to attack or denigrate other members, Hubs, ApiNZ or the industry in general.

- Code of conduct.
  - Conduct and engagement between Members, Hubs, sectors, the Board and other stakeholder's needs to be of a positive and respectful nature.
  - Disagreements should be resolved in such a way that brings no disrepute to either the parties involved or the Association.