



Canadian Aeronautics and Space Institute
Institut aérospatial et spatial du Canada

Branch Handbook

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1. Introduction

CASI is a multi-faceted organization. Your Institute has several structural elements, each with an important role to play. CASI Branches are geographically spread out from coast to coast, and they deliver services to all the CASI members who live in a particular area. Our seven Sections -- Aerodynamics, Astronautics, Aircraft Design and Development, Aerospace Manufacturing Technologies, Human Factors, Propulsion and Aerospace Structures and Materials -- are our 'special interest groups'. CASI members can affiliate themselves with any of them regardless of where the member lives. CASI also has a number of committees, permanent and ad hoc, that cater to the interests and engage energies of our members.

The formal terms of reference for Branch operation are set out in our By-Laws and Regulations and also in the Branch Regulations. Everyone who joins CASI has access to the By-Laws and Regulations in the 'Members' area of the CASI web site. This Branch Handbook is meant to help members of CASI to establish and operate a successful Branch. Some of the most important benefits of membership in CASI depend on members being able to attend local Branch meetings. It is here that you make new acquaintances and maintain existing ones, participate in meetings and learn from program participants, and form the critical mass around which our membership will grow. It is often at the Branch level that CASI interacts with the larger community.

Branches are of two main types: student and 'regular'. The main difference between them is their focus. Student Branches usually are hosted by academic institutions and they tend to tailor their programs to the interests and needs of a predominantly student audience. A 'regular' Branch is usually the main Branch in a city and as such, it caters to a much more varied membership in terms of age and employment, and the programs and other activities offered reflect this fact. Some cities have two Branches, with the student Branch being more or less resident on-campus. Of course, all CASI members are welcome at any CASI meeting anywhere, and cross-over between Branches is encouraged as a way of ensuring that the best ideas are shared by all.

A network of healthy and dynamic Branches is vital to our continuing prosperity as an organization. Your interest in participating and in sharing your enthusiasm with others, is the indispensable foundation upon which a dynamic and worthwhile organization can be built.

2. The Legal Framework

As mentioned in the Introduction, the formal terms of reference for Branch operations are set out in our By-Laws and Regulations, and in our Branch Regulations. It is very important for the Branch Executive Committee (the 'Executive') to know these provisions and to ensure that the Branch carries out its activities in compliance with them.

1. For ease of consultation the Branch Regulations have been reproduced below in their entirety. The Executive is strongly encouraged to refer to them frequently, especially immediately following assumption of office, and to keep a copy handy at all times including during Branch and Executive meetings.
2. The following CASI By-Law Articles and Regulations specifically apply to Branch operations. In order to facilitate consulting these provisions in their full context, they have not been excerpted but instead have been referenced by subject area.

By-Laws

- Organization - Article 4 Section 3
- Council - Article 5 Section 2 (a) and (b), 5, 7, 8
- Contracts - Article 16 Section 1 and 2

Regulations

- Branches including Student Branches - Regulation 4 (Sections 1-8)
- Council - Regulation 5 Section 3
- Dues - Regulation 10 Section 7
- Meetings and Publications - Regulation 12 Sections 1 and 2
- Annual Reports - Regulation 14 Sections 1 and 2
- Contracts - Regulation 16 Section 1
- Branch, Section and Constituent Society Regulations - Regulation 18 Sections 1 and 2

CANADIAN AERONAUTICS & SPACE INSTITUTE BRANCH REGULATIONS

(accepted in February 1994)

ARTICLE NO. 1

Name

SECTION 1

The name of the organization shall be the _____ Branch of the Canadian Aeronautics and Space Institute". Where the word "Institute" appears, it means the Canadian Aeronautics and Space Institute. Where the word "Branch" appears, it means the _____ Branch of the Canadian Aeronautics and Space Institute.

ARTICLE NO. 2

Object

SECTION 1

The object of the Branch shall be the advancement of the art, science, and engineering relating to aeronautics, astronautics and associated technologies, and to nurture and promote the professionalism of those engaged in these pursuits by appropriate means including:

- a) the holding of meetings for the presentation and discussion of technical papers and the exchange of information among its members.
- b) the encouragement of education and professional development.

ARTICLE NO. 3

Councillor

SECTION 1

The Branch shall be represented on the Institute Council by a person elected or appointed for this purpose in accordance with Section 2, Article 5 of the By-laws of the Institute.

ARTICLE NO. 4

Executive Committee

SECTION 1

The affairs of the Branch shall be administered by an Executive Committee elected as set out hereunder and comprising a Chair, a Vice-Chair, Secretary, Treasurer and the past Chair (ex officio).

SECTION 2

The Councillor elected or appointed to represent the Branch shall be a member of the Executive Committee (ex officio).

The Faculty Advisor appointed to a student Branch shall be a member of the Executive Committee (ex officio).

SECTION 3

The Chair, Vice-Chair, Secretary and Treasurer shall be members of the Branch and shall be elected in accordance with Article 10 hereunder.

SECTION 4

The offices of Secretary and Treasurer may be combined.

SECTION 5

The term of office of all members of the Executive Committee shall be a period of one year and shall commence at the adjournment of the Annual General Meeting of the Branch.

SECTION 6

Should a vacancy occur in the Executive Committee, the Executive Committee may appoint a member of the Branch to fill the vacancy until the next Annual General Meeting.

ARTICLE NO. 5

Officers

SECTION 1

The officers of the Branch shall be the Chair, the Vice-Chair, the Secretary and the Treasurer.

SECTION 2

The Chair shall have general supervision of the affairs of the Branch and shall normally preside at meetings of the Branch and of the Executive Committee. The Chair shall be an ex officio member of all committees.

SECTION 3

The Vice-Chair shall act on behalf of the Chair in his (her) absence.

SECTION 4

The Secretary shall attend all meetings of the Branch and of the Executive Committee, and shall act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. He (she) shall give notice of all meetings of the Branch or of the Executive Committee, and shall perform such other duties as may be prescribed by the Executive Committee. He (she) shall report the activities of the Branch to the Executive Director of the Institute.

SECTION 5

The Treasurer shall have custody of the funds of the Branch and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Branch, and shall deposit all moneys and other valuable effects in the name and to the credit of the Branch and in such depositories as may be designated by the Executive Committee. He (she) shall manage the funds of the Branch as may be ordered by the Executive Committee, and shall render to the Executive Committee at any regular meeting of the Committee, or whenever they may require it, an account of all transactions as Treasurer and of the financial position of the Branch. He (she) shall also perform such other duties as the Executive Committee may prescribe.

ARTICLE NO. 6

Membership

SECTION 1

Membership in the Branch is optional and those choosing to be members of a Branch shall be entitled to vote on branch affairs.

ARTICLE NO. 7

Committees

SECTION 1

The Chair, in consultation with the Executive Committee, shall appoint from the members of the Branch such committees as deemed necessary for the conduct of the business of the Branch: such committees shall include a Nominating Committee and a Membership Committee.

SECTION 2

The terms of reference of each committee shall be established by the Chair, in consultation with the Executive Committee, and recorded by the Secretary.

SECTION 3

The terms of office of members of each committee shall terminate not later than the adjournment of the next Annual General Meeting following their appointment, or at such time as the Executive Committee may decide.

ARTICLE NO. 8

Meetings

SECTION 1

Meetings of the Executive Committee may be called by the Chair or Secretary.

SECTION 2

The Branch shall hold a General Meeting once each year. Notice of each Annual General Meeting shall be sent by mail to all members of the Branch at least fourteen days in advance of the date of the meeting.

SECTION 3

Special meetings of the Branch shall be called by the Chair at the written request of the majority of the Executive Committee or of ten percent of the members of the Branch. Notice of a Special Meeting shall be sent by mail to all members of the Branch at least seven days in advance of the date of the meeting. No business other than that for which the meeting was called shall be considered at a Special Meeting.

SECTION 4

Ordinary meetings of the Branch shall be called by the Chair or the Secretary for the purpose of furthering the object of the Institute, and notice of each such Ordinary Meeting shall be transmitted to all members of the Branch at least seven days in advance of the date of the meeting. At least ____ Ordinary Meetings shall be held each year.

SECTION 5

The Branch may hold meetings which are not technical meetings or otherwise related to the furtherance of the object of the Institute, provided that such meetings are not of such nature that they bring discredit or disrepute upon the Institute. Any receipts and disbursements of funds associated with such meetings shall be kept separate from the normal funds of the Branch and any revenue accruing therefrom shall be held as special funds to be expended as the Executive Committee may from time to time direct.

ARTICLE NO. 9
Voting

SECTION 1

At any meeting of the Branch, of the Executive Committee, or of a Committee, a Resolution put to the vote shall be decided on a simple majority of the votes cast.

SECTION 2

Any ballot conducted by mail shall be decided on a simple majority of the votes cast.

SECTION 3

Three members shall constitute a quorum at any meeting of the Executive Committee.

SECTION 4

_____members shall constitute a quorum at any meeting of the Branch.

ARTICLE NO. 10
Election of Officers

SECTION 1

At least eight weeks in advance of the date of the Annual General Meeting of the Branch, the Nominating Committee shall prepare a slate of nominees for the offices of the Executive Committee and for a Councillor as may be required under the terms of Section 2 of Article 5 of the By-laws of the Institute.

SECTION 2

The slate referred to in Section 1 of this Article 10 shall be mailed promptly to all members of the Branch, who shall be invited to submit further nominations to the Nominating Committee within two weeks of the mailing of the slate.

SECTION 3

The Nominating Committee shall verify the acceptance by the nominees of the nominations and the further nominations made under the terms of Sections 1 and 2 respectively of this Article 10, and that the said nominees are members in good standing and are not in arrears.

SECTION 4

The slate of all nominees whose nomination has been confirmed under the terms of Section 3 of this Article 10, shall be submitted to a vote by all the members of the Branch in good standing either by letter ballot or open vote at the Annual General Meeting.

SECTION 5

The Chair shall appoint at least two members of the Branch to act as scrutineers and to count the votes.

SECTION 6

The names of the Officers and of the Councillor elected in accordance with this Article 10 shall be announced at the Annual General Meeting of the Branch.

ARTICLE NO. 11

Annual Report

SECTION 1

The Executive Committee shall present a report to the Annual General Meeting of the Branch on their conduct of the affairs of the Branch, together with a summary of financial transactions of the previous year and the state of the finances of the Branch at the close of the fiscal year.

SECTION 2

The fiscal year of the Branch shall extend from the 1st day of January to the 31st day of December.

ARTICLE NO. 12

Dissolution

SECTION 1

The Branch may be dissolved in accordance with the By-laws of the Institute.

SECTION 2

The dissolution of the Branch may be proposed by a petition signed by at least _____ members of the Branch or by a Resolution adopted by the Executive Committee.

SECTION 3

Such petition or Resolution shall be submitted to all members of the Branch by the Secretary to be voted on by letter ballots.

SECTION 4

The Executive Committee shall promptly announce the result of such voting and shall report thereon to the Council.

SECTION 5

The net assets of the Branch at dissolution shall be transferred to the Treasurer of the Institute.

ARTICLE NO. 13

Amendments

SECTION 1

Amendments to these Regulations may be proposed by a petition signed by at least ___ members of the Branch or by a Resolution adopted by the Executive Committee.

SECTION 2

Such proposed amendments shall be submitted to the Institute Executive Director for review, approval or rejection by the Institute Council.

SECTION 3

If adopted, the amendments shall become effective immediately upon approval by the Council of the Institute.

SECTION 4

The term "amendment" as used herein shall include additions to, deletions from, and alterations of the existing Regulations.

3. Starting a Branch

Many cities in Canada are big enough to support a CASI Branch. Your city may not have a Branch at the moment and you may have wondered what conditions must be satisfied to make starting up a new Branch feasible.

The following points highlight some of the key elements that should be present.

1. A 'champion' for the Branch

This is a person, or sometimes a small group of people, who understand what the benefits of a local Branch can be and who are committed to starting one and persevering until it has become established. In the case of a student Branch, a professor or other faculty member may fill this indispensable role.

2. A core group of committed CASI members.

Usually a Branch starts up when a handful of people decide to take the initiative. Most people probably will be unfamiliar with CASI so some publicity and promotion is helpful. CASI HQ will be there to help with promotion, to provide advice and support, offer program resources, and also provide some start-up funding. In order to be successful this group must keep at it once the novelty wears off and the real business of building the Branch membership gets under way.

This is the 'Organizing Committee'. Some of these people will form the inaugural Executive of the new Branch, and will be in office until elections can be held.

3. A population of prospective members who realistically can be counted upon to provide the active membership base to keep the Branch going, and growing.

4. A place to have your meetings.

This is a very important factor in the success of your Branch. The best locations have the following features:

- easy to get to for the majority of attendees, with ample parking
- suitably-sized meeting room(s) – not too big or too cramped, with good lighting and ventilation and comfortable seating
- flexibility as regards accommodating your meeting schedule and times
- low cost (better yet, no cost!)

5. A plan to publicize the new Branch in all the places where interested people are likely to be found. In every city there are organizations likely to produce new members including academic institutions, businesses active in the areas of aerospace and space, and the offices of related government departments and agencies.

The publicity can take a variety of forms:

- notices posted on employee/student/faculty notice boards and elsewhere inside organizations
- e-mailings sent out by CASI HQ to lists of prospective members
- media interest, especially the 'community calendar' type that is free
- opportunities to make presentations about the upcoming inaugural Branch meeting within interested organizations

6. Money to help defray the start-up costs

CASI HQ has available funds, collateral and valuable know-how to assist with the preparations for and the presentation of your first program.

4. Holding a Meeting

1. The Meeting Schedule

Every Branch has to decide upon its own best day and time for a meeting. For example, a Branch may hold its meetings on the second Tuesday of every month starting at 7 pm. Others may hold meetings on different days, or at different times. Many Branches find that a luncheon meeting is the best option. Whatever your formula, it will never be possible to please all of the people all of the time. It can be a good idea to try various days and times at first, before settling on a standard schedule. Holding the Branch meeting in a different location or at a different time than usual can make it possible for people to attend who typically would be unable to do so.

Some Branches find they do not have the numbers or the program opportunities to meet more often than once every couple of months. Settle on the frequency that suits your group best and don't try to do too much.

2. The Location

This has been mentioned as a very important factor. If the location is difficult to get to or is too far away, if the room is poorly-lit or stuffy, if it is too large or too small, the enjoyment of the meetings you hold there will be reduced.

Universities often have space available and are willing to help out. Their facilities are typically well-suited to Branch meetings and may be made available to the Branch at little if any cost. Sometimes all it takes is a request through the proper channels. If it is necessary to register CASI as an on-campus organization, you will need to have a student on your organizing committee or Branch Executive who is attending the institution. You should have a position on your Executive specifically for student representation in any event.

CASI is committed to providing the most benefits possible to our younger members, especially students. Where a Branch establishes a relationship with a local university or college, this helps to pave the way for closer and more formal ties between CASI and the institution. These ties, in turn, are very helpful in establishing credibility for the fledgling Branch and securing its long-term health. As these relationships grow in number they add momentum to the opportunities we have on a national and international level to mount programs of special interest to our academic communities.

Another possibility is for a member's employer to serve as the host for a Branch meeting, either on a regular or a 'rotating' basis. There are particular benefits to this solution too, not least that the organization can often be persuaded to join ranks with CASI on a national basis. This can raise the visibility of CASI within the host

firm, engendering a growing level of support for participation by their employees in the many opportunities we offer such as attending conferences and seminars, participating on the Branch Executive or national committees, or writing scholarly papers for submission to one of our journals.

Wherever you hold your meetings, the location is an important contributor to the overall success of the event.

3. The Agenda

Every meeting should have an agenda. This demonstrates to the attendees a businesslike attitude, provides structure, ensures that certain regular features are not forgotten, and helps you to pace events during the meeting. There should be someone clearly in charge of the proceedings who sees to it that all the meeting agenda items are dealt with, and that things move along at a brisk pace. Meetings may be run by the Chair of the Branch, or by someone else on the Executive whose job it is to organize programs.

4. Preparation

There are certain steps that should be followed during the lead-up to a meeting. The list that follows mentions some of the most important ones.

- a. All potential attendees should be reminded several times about the upcoming meeting. Some Branches make a habit of scheduling all meeting dates at the beginning of the year. Most Branches consider their year to begin in September, and meetings are scheduled through May or June. A summer barbecue or picnic is a regular feature for many Branches.
- b. Send a meeting notice at least two weeks prior to a meeting, and another with about three days to go. CASI HQ will be happy to help. The notice should mention the date, time, location and the program highlights. It may be helpful to include a map showing how to get there – including to the room itself if it is in a large building – and also where to park and the cost.
- c. Verify with the facility manager a week ahead that your needs are understood and there will be no unexpected problems, double-booking of the room, etc.
- d. Identify any electrical, A/V or other special needs you will have at your upcoming meeting (PowerPoint or overhead slide presentations, video, etc) and make sure you will have available the required equipment, cabling, etc. Test it several days in advance.
- e. It is a good idea for people to be able to arrive about half an hour before the main meeting is to begin. This provides an opportunity for members and guests to socialize and chat before the proceedings get under way. Some Branches provide

'finger food' for attendees to snack on. CASI HQ can make funds available to cover expenses like these.

- f. Prior to the arrival of the first attendees, the Chair will have arranged the seating as required, and given the required equipment a final check. There should be a table or stand prominently placed, with samples of CASI publications and membership forms available.
- g. Ask CASI HQ for a supply of promotional material about CASI, and specific collateral that describes all the upcoming events with which CASI is associated. Posters, hand-outs etc. should also be in evidence.
- h. It is an excellent idea to have an attendance form nearby the membership forms. Ask everyone to sign it while they await the start of the meeting. Circulate it during the 'program' segment of the meeting as well to catch any late-comers.

5. The Meeting

- a. The meeting should start on time. This is a very good habit to establish, and while occasionally there will be complaints the majority of the attendees who make a point of arriving on time will have their punctuality respected and rewarded.
- b. The Agenda typically includes doing some Branch business and putting on a program. Take care of the business first.
- c. The meeting starts with a welcoming statement by the Chair. Any guests should be acknowledged, and offered the opportunity to join by filling out a membership form at the end of the meeting. The Chair should find out if there are any other special guests and extend to them an individual welcome. The program participants should also be acknowledged at this time.
- d. The Agenda can be displayed during the first part of the meeting on an overhead slide to assist participants to follow along.
- e. Once the business agenda items have been covered, the main program can begin. Overall the meeting should not exceed two hours – that's about as much time as most participants are likely to be willing to stay.
- f. Upon the conclusion of the program, thank the participants. Many Branches make a habit of offering a gift to each of the key program deliverers. CASI HQ can help with ideas, and also with the gifts themselves.
- g. Wind the evening up with an invitation to attend the next meeting. Tell everyone where, when, and what the program will be. Remind guests that 'now is the time' to fill out an application form and become a member.

5. Programs

This is the facet of Branch operations that is arguably the most important single contributor to the success of the Branch. The quality of programs is critical to sustaining interest and attendance of the members affiliated with your Branch. It also has a major bearing on whether or not Members choose to renew their memberships each year.

There are several successful program types including:

- a single keynote speaker
- a panel discussion
- a joint program with another organization
- a movie night, trivia contest, paper airplane contest or other special 'fun' event
- a site visit
- a social evening, year-end dinner etc

There are many different ideas that can be successful. Get to know the interests of your own Branch membership and cater to them. Every now and then, consider presenting a program that offers something different, perhaps targeted toward a certain group of non-members you think might join CASI given topics of specific interest to them. Extend personal invitations. This strategy can help significantly to grow Branch membership.

Programs that draw on local personalities and expertise can be the most successful in the long run. They showcase the capabilities of local organizations to local residents, helping to introduce potential employees to prospective employers. This type of program also generates goodwill with these organizations that can result in their becoming Corporate Partners.

One program run out of CASI HQ that is a perennial favourite is the 'President's Tour'. CASI HQ works out an itinerary with input from the Branches regarding their scheduling preferences, and in consultation with the President who prepares and delivers a presentation to the Branch, drawing upon his or her background and professional areas of expertise.

CASI HQ can offer excellent resources and advice in the area of programs, so don't forget to take advantage of this. And in your meeting reports, be sure to share the ideas you have had good success with.

6. Finances

The formal terms of reference regarding Branch banking are found in the Branch Regulations and in the CASI By-Laws and Regulations. It is very important for Branch Executives to learn them and follow them carefully. The following additional information is important for the compliant and trouble-free operation of a Branch.

Every Branch must set up a bank account and manage its finances in a responsible and accountable manner. The Chair of the Branch and one other member of the Executive are both required to sign the documentation that opens the Branch account. The account information must be kept up-to-date with changes to the Branch Executive.

Every year, usually following the last meeting of the spring season, an annual bank account statement must be sent to CASI HQ. At a minimum, this statement should indicate the opening account balance, the total deposits and withdrawals, and the closing balance over the course of the previous 12 months. It should also include updated information about the bank account coordinates (number, location etc) and the signing officers. Additional details are welcome, such as amounts spent in support of community activities, special Branch events, etc. This information helps CASI HQ to establish a suitable amount to include in the annual budget for Branch support across the country.

Branch operations typically are financed by contributions from CASI HQ together with funds raised at the Branch level. CASI HQ contributes funds to each Branch to help offset the costs of holding meetings and putting on special events. At the beginning of the program year CASI HQ sends out start-up funds based on the report covering the immediately prior year that has been submitted by the Branch following its year-end. Over the course of the year CASI HQ sends cheques to Branches covering meeting expenses based on the meeting reports received from the Branch financial officer.

The support paid to Branches each year is determined by a funding formula adopted by Council. The formula is described in the following pages.

Branch Funding Formula

Goals

- 1) To ensure that a reasonable level of “start-up” funds is available to each Branch at the beginning of their season of events, in order that they can plan, organize, and execute the initial meetings of the season
- 2) To ensure that Branches have funds available to hold professional, well-organized events that will be of interest a wide variety of people associated with the aerospace industry. This may require the Branches, on occasion, to rent meeting rooms, pay for transportation services (e.g. buses), rent audio/visual equipment, pay speaker’s honorariums, or pay for speaker’s travel expenses.
- 3) To ensure that the Branch Executive reports to CASI HQ on the results of their meetings, via written meeting reports, and keeps systematic records of expenses.
- 4) To ensure that Branches are reimbursed in a timely manner for meeting expenses.
- 5) To ensure that Branches maintain reasonable financial records, and that these records are passed on from year to year as the Branch Executive changes (with the assistance of CASI HQ if required). In addition as CASI performs an annual audit of its operations – of which Branch activities are a part – this reporting is necessary to ensure the Institute audit proceeds smoothly.
- 6) To ensure that the Branch funding budget reflects the importance of Branch activities to the health of the Institute, and that actual Branch funding remains within budget.

Background

The majority of CASI Branches operate on a seasonal basis, generally timed to coincide with the standard academic year (September through May). The Branch Funding formula reflects this cycle, although some Branches operate on a calendar year basis, as does CASI HQ.

It is important to note that CASI and its Branches are not-for-profit organizations, and therefore Branches should operate in such a way that they do not accumulate large bank balances. Nevertheless, sufficient funds should be available on a yearly basis that will allow Branches to offer high-quality, professional meetings on a regular basis (preferably monthly). The goal is to maintain the interest of Branch members, to capture the interest of new members, and to encourage non-members to join

Formula

At the end of the Branch's regular season of activity the Branch shall submit to headquarters a statement of the Branch's season opening and closing bank balances and the account activity between these dates, any supplemental financial records that are pertinent to the operation of the Branch, and the name of a contact person for the upcoming season.

In particular, every transaction for which reimbursement is requested **MUST** be supported by an official receipt. There are **no exceptions** to this provision.

Season Start-up Funds

CASI HQ will provide \$900 of start-up funds for the coming season. These funds will be made available to the incoming Branch Executive by a date identified by them (e.g. end of August if the season begins in September). The amount of the start-up funding for the upcoming season will be determined with reference to the Branch bank balance at the end of the previous season. The rule is that a Branch account balance should not exceed \$3,000, an amount considered to be an ample level of funds to plan and execute a number of events.

For example, if the bank balance stands at \$2,240 at the end of a season (including any outstanding meeting reimbursements), CASI HQ will provide \$760 of start-up funds for the next season for a total of \$3,000.

Standard Meeting Rebate

Upon receipt of a meeting report that includes the number of participants, CASI HQ will reimburse the Branch \$2.00 per attendee (members and non-members). This is intended to cover the incidental costs of a meeting: coffee, pop and snacks; a gift for the guest speaker; and other minor expenses. This will be referred to as the Standard Meeting Rebate.

Reimbursement for Extraordinary Meeting Costs (Additional Meeting Rebate)

CASI HQ will also reimburse for extra-ordinary expenses that are incurred to host a Branch meeting – for example: facility rental charges, a guest speaker's travel expenses, etc. These expenses must be backed up with original receipts and an explanation for each item, and included with the meeting report. This will be referred to as the Additional Meeting Rebate.

The Branch is required to submit a meeting report for each meeting held. The report should include the number of people that attended the meeting, and should itemized and substantiate any extraordinary costs. The total rebate issued by CASI HQ for that meeting will include both the Standard Meeting Rebate and Additional Meeting Rebate, if applicable.

Branch Support Budget and Total Reimbursement

CASI HQ has an overall budget for Branch activities, and therefore each Branch will be limited to a maximum seasonal reimbursement from CASI HQ of \$1,600 for their meetings (including the \$900 season start up funding). Extraordinary expenses should be limited to a few meetings per season. Branches are free to operate with a larger budget, provided alternative sources of revenue are considered (e.g. the hosting of an annual banquet for a Branch may lead to a much larger budget, but at the same time ticket sales for the banquet would be a source of revenue).

Once the total rebate given to a Branch in one season has reached \$700 – the ‘rebate cap’ – plus the start-up funds of \$900, for a total of \$1,600, no further rebates will be issued (except for “special events” as noted below).

Advance Planning and/or Special Events

Branches may also apply to CASI HQ for additional funding, over and above the \$1,600 allocated for any given season, to cover planned expenditures that will exceed this amount, or to cover a special event.

For example, a Branch may develop a detailed plan at the beginning of their season that will require a total expenditure of \$2,800. This plan could be submitted to CASI HQ and if approved, the limit of \$1,600 would be increased to \$2,800 for that Branch. Such a plan need not be submitted at the beginning of the season, but could be submitted at any time during the season as Branch program opportunities arise such as the unexpected availability of a guest speaker whose travel expenses must be covered. If a Branch wishes to hold a mini-conference, workshop, or competition, CASI HQ can be contacted to discuss potential funding.

Any additional outlays would require the approval of the CASI Executive Director who is responsible for the overall Institute budget of which Branch budgets form a part.

Branch Records

Branches are encouraged to develop a simple budget at the beginning of the season and to track actual expenses and revenues to the budget. This assists in planning and execution of events throughout the season and can simplify preparation of the required end-of-season reporting.

The Branch is required to submit a meeting report for each meeting held. The report should include the number of attendees and the itemized extraordinary costs with receipts. The total rebate issued by CASI HQ for that meeting will include both the Standard Meeting Rebate and Additional Meeting Rebate, if applicable. The meeting rebate normally is issued by CASI HQ within three weeks of receipt of the written meeting report.

At the end of the Branch's regular season of activity the Branch shall submit to headquarters a record of expenses for the recently completed season, a statement of the Branch's bank balance as of the end of the season, and the contact person for the upcoming season.

Upon reviewing the Branch's year-end financial submissions and assuming there are no outstanding issues, CASI HQ will issue to the Branch any outstanding meeting rebates. In addition, CASI HQ will provide start-up funds for the next season in the amount dictated by the funding formula.

If a Branch does not have significant meeting-related expenses through the course of a season, it may find itself with a surplus at the end of the year based on the funding formula. The recommended start-of-season maximum bank balance is intended to prevent the accumulation of large surpluses over time.

Existing Investments

Branches operate under the aegis of the Institute, and so Branch financial activities and resources are under the control and supervision of CASI Headquarters. Before implementation of the present funding formula certain Branches accumulated investments in excess of the \$3,000 limit. In view of the current policy regarding maximum cash on hand of \$3,000 any amount in excess of this figure on the account of a Branch will be included when calculating the Branch bank balance at the end of the season and in respect of future funding provided by CASI HQ.

Funding Formula Summary

- 1) Each Branch receives a maximum of \$900 of start-up funds at the beginning of the season, the actual amount determined with respect to the prior year-end account closing balance and a maximum account balance of \$3,000.
- 2) A Branch receives a Standard Meeting Rebate of \$2 for each person who attends a Branch meeting. Branches may receive an Additional Meeting Rebate in respect of extraordinary costs such as meeting room rental, transportation services, etc. This rebate should be sent by HQ within 30 days of receipt of a Branch meeting report.
- 3) Meeting rebates will be issued within three weeks of a meeting report being submitted by the Branch. The meeting report should indicate the number of people attending the meeting and an itemized list of any extraordinary expenses together with supporting original receipts.
- 4) Once a total of \$700 in meeting rebates have been issued in a given season, no further rebates will be provided. This total rebate plus the season start-up funds effectively give the Branch a budget of \$1,600. No advance approvals are required; the Branch need only submit meeting reports and itemize extraordinary expenses.

- 5) At the end of the season of activities, each Branch will submit an itemized list of expenses for that season together with supporting original receipts, plus a bank statement indicating the account balance for the Branch. The Branch should also include in its calculations any outstanding meeting rebates owed by CASI HQ.
- 6) Return to step 1 for the beginning of a new season.
- 7) Additional funds for Branch “special events” may be requested, but require the approval of the CASI Executive Director.

Student Branches

Funding for Student Branches will follow a simplified formula. Each Student Branch will be sent, upon request, a season start-up allocation of \$300. These funds will be used to help organize events and pay for items such as transportation (e.g. bus for a plant tour), refreshments, etc. After a meeting is held, the Branch submits a report to CASI Headquarters, and includes with the report any receipts for expenditures for which reimbursement is expected.

A Student Branch may request an additional \$200 in funds, provided meeting reports and receipts have been submitted showing expenditures of at least \$250 of the original \$300 allocation.

Student Branches may request additional funding for special events. As an example, if a student Branch decides to hold a mini-conference, workshop, or competition, CASI HQ can be contacted to discuss potential funding. Such requests should be accompanied by a budget showing planned expenditures and revenues. Any additional outlays for such a special event would require the approval of the CASI Executive Director.

Student Branch roll-over from year to year may pose some continuity problems. However, if an active Student Branch has maintained contact with CASI HQ, this could help to ensure a re-start in the next academic year.

At the beginning of each academic year, CASI HQ will attempt to contact each Student Branch Executive to ensure that the Branch is still active or, if this is not the case, to attempt to rekindle it. If these attempts are unsuccessful, the Student Branch would be considered inactive for that academic year, any funds remaining on the account of the Branch would be returned to CASI HQ, and no additional funds would be allocated.

Formula Review

It is recommended that this funding formula be reviewed at least every two years to determine if the funding levels should be modified, and whether any other changes are warranted.

7. The Branch Councillor and Branch Advisor

Every Branch is represented on CASI's governing Council by a Councillor. All student Branches are represented by a single Councillor, while Branches that are not on-campus student Branches each have their own Councillor.

The Branch Councillor is elected by the Branch for a three-year term.

The Councillor is expected to provide a voice for local Branch issues at the level of the national Council. The Councillor also is meant to be resourceful and well-connected, for example with a local firm or academic institution.

While all student Branches are represented on Council by a single Councillor, each and every student Branch should have an Advisor. This person is usually a member of the faculty who acts as liaison between the Branch and the Administration. The Advisor has an important role to play regarding facilitation of on-campus Branch activities and acting as a spokesperson and advocate for the Branch within the Administration of the institution.

8. Elections

Article 10 of the Branch Regulations provides most of the information you will need when you hold elections.

If the incoming Executive slate is uncontested, you may decide to proceed without a vote. In this case as in all cases where formal terms of reference are not strictly followed, the Chair must ensure that all members are aware of how the activity should be carried out, what exceptions are being taken, and why.

The results should be promptly conveyed to CASI HQ, where databases and mailing lists will be updated accordingly.

Sometimes it may be advantageous to arrange for Branch Executive positions to be filled in a more collaborative atmosphere, rather than using the confrontational approach of an election (see 'Succession Planning' below).

9. Succession Planning

One of the most common, and obstinate, problems facing Branches is providing for succession in the Branch Executive and its committees. It is also one of the most critical factors relating to the survival of a Branch, and must always be 'top of mind' in the planning activities of the Branch Executive.

This is especially true for Student Branches. Many student members do not live in the city where they attend school, or plan to move elsewhere upon graduation. This has an impact not only on succession within the Branch Executive, but also on the membership base of the Branch overall.

Moreover in a case where the members of the Executive of a student Branch all are in the same year of study, they will graduate together and few may remain behind to repopulate the Executive for the next year.

There is no certain 'fix' that will make this problem go away. The best that can be done is for each Executive to begin looking early in their term for candidates who are interested to take over upon the departure (for one reason or another) of the incumbents.

A sufficient number of interested candidates may make it necessary to hold elections to decide the matter. An alternative approach would be to try to resolve such conflicts so that the succession plan is strengthened. Competition for a position in a certain year might be settled by an agreement between the candidates to occupy the post in consecutive years, or for the candidates to hold different positions during the same year.