



# KSWA BYLAW

**TITLE: KSWA BRANCH FUNDING**

**NUMBER: KSWA 005**

The objective of this bylaw is to allocate working funds to KSWA Branches in a fair and equitable manner and to ensure the KSWA remains financially sound allowing it to meet all of its financial obligations.

- Any branch affiliated to the KSWA shall elect a Treasurer as part of its Branch committee. This Treasurer will maintain a financial record of Branch finances in keeping with recognised bookkeeping methods.
- Each Branch finance book will be submitted for audit to the KSWA Treasurer, on an annual basis prior to the KSWA AGM.
- Any new KSWA authorised branch shall receive funds to support start up, commensurate with their financial needs to a maximum of \$2000. This sum shall be determined by the KSWA Executive Committee, and accounted for in the Branch Treasurer's financial records.
- Any Branch may fundraise and keep the proceeds as long as this activity is agreed with the KSWA Committee beforehand.
- Any member can indicate which Branch they wish to belong to, by ticking the box on the Membership Form. Where no box is ticked, the member will be assigned to the Branch which has its meeting venue nearest to their postal address (as the crow flies).
- The proceeds of all membership fees will be divided between the KSWA and each Branch. Funds will be allocated to the Branch as soon as practical after the 30 April of each year, based on the number of members that Branch has on 30 April of that year.

Each Branch will receive \$300 PLUS 10% of the membership renewal fee from each of their members.

For example, if a Branch has 50 members on 30 April, and the renewal fee is currently \$40, they will receive  $\$300 + (\$4.00 \times 50) = \$400$

- Geographical regions will be determined by the KSWA Committee for all Branches, this is to ensure two branches in one region do not end up competing against each other for funds and membership
- The KSWA Committee may at its discretion allocate additional funding or support fund raising activity to any Branch.

AUTHOR	SIGNED OFF BY	DATE	REVISIONS
ATB	BILL PASSEY	4 <sup>th</sup> June 2009	
ATB/SW	ALLAN BENNETT	2 <sup>nd</sup> March 2011	