



POLICY ON MINIMUM REQUIREMENTS OF PACIFICA BRANCHES

1. Policy Purpose

This policy is to ensure that all PACIFICA branches are meeting constitutional and legal requirements to ensure that PACIFICA Inc maintains its status as both an incorporated society and as a charity. It is also to ensure there are minimum standards by which branches operate so as to be effective, accountable, democratic and providing benefits for members.

2. Policy Scope

This policy applies to all branches registered with PACIFICA Inc.

3. Policy Statement

Branches must adhere to the minimum requirements as follows:

- 3.1 Each year, hold an Annual General meeting, elect branch officers and present financial accounts.***
- 3.2 Organize an auditor or other responsible person to audit the branch's financial accounts at the end of each financial year.***
- 3.3 Advise the National Executive by 1 June each year, as to the date of the branch AGM (so that we have records of all branch AGMs, especially for auditing purposes).***
- 3.4 Keep minutes of branch meetings, especially Annual General Meetings. Branches will need to be able to furnish these minutes if required.***
- 3.5 Submit branch membership registration and levies by the due date annually. Late registrations will not be accepted. Failure to meet the deadline will result in those branches (and their members) losing their formal member status and entitlements until the next year's membership registration.***

- 3.6 Attend all PACIFICA Inc. general meetings (AGMs, mini-conferences, National Council etc) where possible. When not possible, provide apologies to the National Executive before the meeting.**
- 3.7 Respond to requests from National Executive by the deadlines. This includes submitting branch reports, remits for general meetings etc.**
- 3.8 Take turns hosting general meetings (mini-conferences, Annual Conferences and National Council meetings.)**
- 3.9 Be an active branch offering activities/meetings for members to enjoy and benefit from. Communicate regularly with members. Forward on information from National Executive to branch members (and vice versa when required).**

4. Audience(s)

P.A.C.I.F.I.C.A Inc registered Branches, Branch executives and members.

5. Non-compliance

Failure to comply with this policy may result in:

- Branches being censured/disciplined by the National Executive,
- bringing your branch and PACIFICA into disrepute,
- de-registration as an incorporated society and/or as a registered charity.

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