



tesolanz

te rōpū kaiwhakaako reo ingarihi ki iwi reo kē

teachers of english to speakers of
other languages aotearoa new zealand

BRANCH HANDBOOK

Teachers of English to Speakers of Other Languages Aotearoa New
Zealand (Incorporated)

Te Rōpū Kaiwhakaako Reo Ingarihi ki Iwi Reo Kē



2006 EDITION

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General information about TESOLANZ

TESOLANZ was formed at the Second National Conference on Community Languages and ESOL in Wellington in August 1990, and became an incorporated society in 1994. It is affiliated to the international associations TESOL, Teachers of English to Speakers of Other Languages Inc, and IATEFL, the International Association of Teachers of English as a Foreign Language.

The purposes of TESOLANZ are to:

- promote the professional interests and cater for the needs of teachers of English to learners from language backgrounds other than English
- promote the interests and cater for the needs of learners from language backgrounds other than English
- co-operate with community language action groups in identifying and pursuing common goals
- publish research, materials and other documents appropriate to the association's aims
- affirm the maintenance of Te Reo Maori under the Treaty of Waitangi.

TESOLANZ is for anyone involved in teaching ESOL (English for Speakers of Other Languages) at all levels from pre-school to tertiary. The membership includes specialist ESOL teachers, home tutors, and subject teachers with some NESB (non English speaking background) students.

TESOLANZ offers its members:

- Practical workshops on teaching ESOL
- A professional network
- A place for members to meet other teachers facing the same challenges
- Newsletters and Journals with information, ideas, advice and contacts
- News about conferences and publications
- A forum for opinion
- Information on ESOL research and developments

CLESOL Conference Community Languages and English for Speakers of Other Languages

The biennial CLESOL conference is a significant event in which TESOLANZ members play a major part. The conference is a collaboration between TESOLANZ and CLANZ (the Community Languages Association of New Zealand Inc), and is organised by a local committee under the governance of a CLESOL Board which includes representatives from both associations. It is held over a period of three days, and consists of papers, workshops and poster sessions led by local, national and international presenters. The conference caters for teachers working in both state and private institutions as well as in informal situations with students from non-English speaking backgrounds and ranging in age from early childhood through to adult.

Branches are urged to support and publicise the conference and to be prepared to take on the job of organising this major event.

Annual General Meeting of TESOLANZ

Every second year, the Annual General Meeting of TESOLANZ is held during the CLESOL conference. Other meetings which may take place are of Special Interest Groups and meetings held to discuss particular current issues.

The Constitution of TESOLANZ Incorporated [section 6] sets out rules concerning the AGM of TESOLANZ and Special General Meetings. It is essential that branch committee members know and observe these rules.

In particular, branches should note:

- the requirement for notice of business to be given to the National Secretary at least four weeks before an AGM
- the requirement for branch committees to consult their members on issues to be discussed
- the need for each branch to appoint an authorised branch delegate or delegates (or a proxy) to vote at the AGM

Membership

(see section 3 of the Constitution)

A membership brochure and application form can be downloaded from the TESOLANZ website www.tesolanz.org.nz, for use by branches in recruiting new members, or they can use the Members area to join.

Branches should:

- keep an up to date list of TESOLANZ members residing in their region
- have an active recruitment programme and be responsible for regional publicity via leaflets etc;
- set up regular systems of communication with their members
- ensure that their committee members are current members of TESOLANZ
- attempt to reflect a spread of teacher involvement across the sectors when they elect their committee.

Communication with members

Branches should communicate with members by:

- producing a regular newsletter which may include, for example, the names of local contact people, reports of meetings, book reviews, teaching tips, members' comments on controversial issues etc.
- maintaining and regularly updating a branch web page on the TESOLANZ website, www.tesolanz.org.nz

Branches should email copies of their newsletters to the National Secretary and are encouraged to post their newsletters on the TESOLANZ website as a way of keeping in touch with other branches and sharing ideas.

Material for branch web pages should be uploaded by the branch webmanagers. If this is not possible, it can be emailed to the Webmanager webmanager@tesolanz.org.nz.

Communication with the National Executive

Branch committees should appoint a branch committee member as a contact person who is responsible for receiving and distributing emails from the Executive to the branch committee, and liaising with the Executive on branch matters as required.

Branch committees should notify the National Secretary of any changes in the contact person and their contact details.

Professional development

Branches should establish a regional professional development programme by way of, for example:

- holding general meetings of a topical nature
- holding workshops/expos/seminars
- including professional development articles in newsletters
- holding special extra meetings
- setting up Special Interest Groups [SIGs] at branch level e.g. a secondary sector group.

Branch Meetings

(see section 6e of the Constitution)

The purposes of branch meetings are to:

- host visiting speakers on topics related to ESOL
- demonstrate and exchange ideas and resources for English language teaching
- conduct the business of the branch
- discuss issues relevant to ESOL
- discuss matters to be raised at meetings of TESOLANZ

Branches are required to:

- hold an annual general meeting each year
- hold at least three meetings a year and give members at least seven days' notice
- consult their members on issues to be discussed at meetings of TESOLANZ and represent the views of their members at these meetings

Branches should:

- set their meeting dates as early as possible in the year
- notify branch members of the date of the branch's AGM at least one month prior to the meeting

Reporting requirements

Each branch is required to email to the National Secretary at secretary@tesolanz.org.nz by 31 December each year electronic copies of:

- the minutes of its most recent AGM
- the financial statements presented at that AGM by the branch treasurer and accepted by the meeting by way of a resolution
- an annual report on its activities

The financial statements should state how much the branch has received and from whom; has spent and on what; and has left over. An example of a format for a branch financial report is attached as Appendix 1.

The annual report (for example the annual report presented by the branch chair to the AGM) should include an account of what the branch has done over the previous year, personnel changes, individual success stories and goals for the following year.

Operating requirements

New branches can be established with a minimum of ten members.

Branches which do not maintain a minimum membership of ten members and are not carrying out their specified functions such as electing a branch committee, holding regular meetings and meeting their reporting requirements may be wound up at the discretion of the National Executive.

Responsibilities of the National Executive

- The National Executive is responsible for providing what help it can to branches which are struggling to maintain their membership and carry out their required functions.
- Before taking a decision to wind up a branch, the National Executive shall consult the members of that branch to ascertain their views on whether the branch should continue in existence, or not.
- The National Executive shall report to the next AGM of TESOLANZ on any actions taken to wind up a branch during the previous year.

Responsibilities of branches

- Committees of branches which are struggling to maintain their membership and carry out their required functions should notify the National Secretary as early as possible of their situation.
- Treasurers or other cheque signatories of branches which are being wound up are responsible for closing the branch bank account.

Funds in branch bank accounts which are being closed may be disbursed at the discretion of the branch committee or according to the will of a branch meeting held to discuss winding up procedures. They may, for example, be paid to TESOLANZ or donated to another local language-related organisation.

Finance: branch capitation allowances

Responsibility of TESOLANZ

A capitation allowance of 30.0 percent of the total membership fees received from its members during each financial year will be paid by the National Treasurer to the bank accounts of branches which meet their reporting requirements.

Branch accountability

Branch treasurers are responsible for operating branch bank accounts with a minimum of two cheque signatories.

Accountability Checklist

To TESOLANZ

Each branch must email to the National Secretary electronic copies of:

- its AGM minutes
- a statement of annual accounts
- an annual report on its activities
- its newsletters

Each branch must:

- ensure that committee members are current members of TESOLANZ
- ensure procedures for AGM remits are adhered to
- advise the National Secretary of the date of its AGM
- either send a delegate to the AGM of TESOLANZ or appoint a deputy to vote on its behalf at the AGM
- appoint a committee member as a branch contact person to liaise with the National Executive
- notify the National Secretary of any changes in the contact person and their contact details
- notify the National Secretary of their situation if they are struggling to maintain their membership and carry out their required functions

To branch members

Each branch must:

- organise at least three meetings a year and give members at least seven days' notice
- hold an AGM each year and give members at least one month's notice
- prepare annual financial statements for presentation at the branch AGM and distribution to branch members
- observe the rules and uphold the spirit of the Constitution
- encourage meaningful professional development opportunities
- take responsibility for updating the branch page on the TESOLANZ website
- produce and distribute a newsletter regularly
- encourage members to attend the CLESOL Conference and to give papers/workshops or poster sessions

Appendix 1

Example of a format for an annual financial report

XYZTESOL

FINANCIAL STATEMENT FOR THE YEAR ENDED [DATE]

\$

INCOME	
TESOLANZ capitation allowances	
Expo fees	
Meeting fees	
Donations	
Total income	
EXPENDITURE	
Expo expenses	
Meeting expenses	
Room hire	
Gifts for guest speakers	
Newsletter	
Postage	
Photocopying	
Other administration expenses	
Travel to TESOLANZ AGM	
Tax	
Total Expenditure	
Income less expenditure	
CURRENT ASSETS	
Bank current account	
Bank savings account	
Term deposit	
Cash on hand	
Total current assets	
CURRENT LIABILITIES	
Accounts payable	
Total current liabilities	

President
XYZTESOL
[Date]

Treasurer
XYZTESOL
[Date]