



# **NATIONAL BACK EXCHANGE (NBE)**

## **Affiliation Information for Local Groups 2016/19**

## WHAT IS AFFILIATION?

From January 2017, affiliation is an annual process.

Many associations are composed of a central part and a conglomeration of Groups scattered around the country. In these instances, this means that the local Group may act in two capacities:-

- As an independent local Group, i.e. where their actions and decisions only have an effect on their own membership. This means that they are fully autonomous and take full responsibility for their actions. They are financially independent, raising their own money and dealing with their own expenses.
- As an integral part of the parent association, i.e. where their actions and decisions have an effect upon the entire association membership. This means that they are entitled to participate in and be supported by the central association.

In order for the second capacity to function, the central Group has a duty to ensure that each local Group who wishes to participate in this manner is indeed an extension of the association. In other words, the local Group has to have the same structure, duties, function, and responsibilities as the parent association. Only when this has been established may a Group be **affiliated** to the central association.

So, affiliation is the process whereby Groups apply to be recognised as a part of the whole association, following the same aims and objectives and fulfilling those aims and objectives in the same fashion as the central association, i.e. by having the same (or a very similar) Constitution.

## WHAT ARE THE ADVANTAGES?

Groups who can offer solid evidence that they are true 'splinters from the main' then share the work and the benefits of the whole of the NBE. Affiliated Groups are able to:

- Receive Minutes of Executive Meetings
- Receive regular communication from their Regional officer about the activities of NBE
- Attend Local Officers Workshop at conference
- Contact details, Group news and diary dates published in Column and website
- Merchandise with NBE logo can be purchased
- Use of NBE logo on identified Group activities

- Other benefits may be added to this list as Group needs are identified further.

## **HOW TO GO ABOUT BECOMING AFFILIATED?**

All local groups will be contacted by their Regional Officer prior to their AGM outlining information required for them update their affiliation for the following year.

All information will be submitted electronically and returned by the Chair of the local Group including a declaration of the accuracy of the information submitted. This will serve as an electronic signature.

The Regional Officer will then confirm successful affiliation to the local Group when all requested information has been submitted. It is hoped that by aligning Group affiliation to the AGM dates, it will make it easier for local Groups to achieve affiliation in a timely manner.

Information required:-

1. Confirmation of number of NBE members in the local Group at the time of the AGM.
2. A list of the local Group officer's contact details (name address, contact number) – template GG 5.2
3. Copy of the Treasurer's report from the AGM – template GG 5.3
4. Copy of latest bank statement of the Group
5. Confirmation that local Group meeting dates, minutes and Group activities are uploaded onto the NBE website
6. Copy of the Group constitution (including date last updated and renewal date) – template GG 2.2

**N.B. It is expected that Groups will be able to submit this information within 1 month of their AGM. Support can be offered by the Regional Officer to achieve this if required.**

## **GUIDANCE ON MEMBERSHIP NUMBERS**

All members of local Groups must also be current members of National Back Exchange. There is a record of all active members on the NBE website where local Groups can check their members' NBE membership status prior to submitting their affiliation information.

## **GUIDANCE ON GROUP CONSTITUTION**

Each affiliated local Group must have a written constitution to demonstrate they reflect the aims of National Back Exchange. Following any changes to the local Group e.g. a change in name, the constitution will need to be amended. An example of a constitution can be found in GG 2.2 of the Group guidelines now available on-line in the affiliated local Group section in the members' area of NBE website..

## **GUIDANCE ON FINANCE ASPECTS**

The Treasurer of the Local Group will keep a running record of the current finances and submit an annual report at the AGM. This report supported with a copy of the most recent bank statement is required for affiliation purposes. It is recommended that local Group finance records are kept for six years.

Not all groups require their members to pay subscriptions. Where the local Group choose to not make any charges e.g. through local subscriptions or study day contributions, there is no need for the post of Treasurer or a report. A statement to this effect is required as part of the affiliation process

However, where the Group operates accounts with a final balance in excess of £1,000, this must be independently verified by an accountant who has been appointed by the membership at the AGM. A copy of these verified accounts must also be returned as part of the affiliation process.

Groups are advised to spend their excess funds for the benefit of their members as soon as they are able as carrying funds in excess of those needed for the annual running of the Group would suggest that they were not needed.

## **GUIDANCE ON ANNUAL RETURN**

The benefits of an annual return are that members can access on the website Local Group activities, plans and diary dates for the coming year, the names of the committee members of the Group and how to contact them. Groups may wish to include application forms, terms of reference and constitutions.

The style of submitted information is entirely up to each Group. However, there are a number of issues to take into consideration:

### **Please do not include:**

- Personal opinions

- Educational material
- Any commercial material such as logo's, telephone numbers, etc (unless you are detailing a venue)
- Equipment / product evaluations
- Advertisements

NBE reserves the right to decline Group information if the contents are deemed inappropriate. Should such information be unsuitable for inclusion on the NBE website, the sender will be informed by email.

### **FURTHER INFORMATION**

If you require further information about a certain area please contact either your Regional Officer or the appropriate member of the National Executive [see below]. They will be only too pleased to help as it is in the whole association's interests that the local Groups benefit as much as possible from affiliating.

- |                    |                                         |
|--------------------|-----------------------------------------|
| ● Constitution     | National Chairman or National Secretary |
| ● Membership Lists | National Membership Secretary           |
| ● Accounts         | National Treasurer                      |

### **A FINAL NOTE:**

Please do not confuse affiliation of Groups with the individual constitutional rights of a member.

Constitutionally it is immaterial whether you are a member of a local Group (affiliated or otherwise) if you are a member of National Back Exchange. Your status as a member implies that you have accepted the association aims and objectives and this then gives you the rights and responsibilities as given in the constitution, such as the right to vote.

## **NATIONAL BACK EXCHANGE**

### **LOCAL GROUP AFFILIATION TIMETABLE**

2 months prior to AGM	Email sent to Local Group by Regional Officer outlining information required following the AGM of the local group for the Group to successfully affiliate
1 month prior to AGM	Email reminder sent by Regional Officer outlining information required following AGM for the Group to successfully affiliate.
Within 1 month following AGM	Local Group officer submits all required information to Regional Officer
Within 1 month of receipt of requested information	Regional Officer confirms successful affiliation to the local Group and notifies admin office.