

# **Guidelines for Managing the AEARU Treasury**

## **Version 2019 for University of Tsukuba**

### **I. Definition of the role of Treasurer**

1. Constitution Clause [5.3] The Board shall, within its own Membership, appoint a Treasurer of the Association.
2. The Treasurer shall be appointed by the Chairperson. The same person may also assume the role of Secretary.
3. Constitution Clause [6.2] General administrative costs (office, secretarial, and clerical) shall be borne by the Chairperson's institution.
4. The Treasurer is responsible for selecting and maintaining an appropriate bank account, according to the accounting policies of the Treasurer university.
5. The Treasurer is responsible for collecting membership fees by requesting the fee from each member university, and designating the bank account into which the fee should be transferred.
6. Constitution Clause [6.3] The Association may obtain income from the sale of the Association's publications; fees received under contract for services provided; grants from national and international foundations, agencies, donors, etc. in order to support specific programs and/or administrative work.
7. The Treasurer is responsible for administering the accrued funds.
8. Constitution Clause [6.4] A proposed annual budget of the Association and supplementary requests, if any, shall be prepared jointly by the Chairperson and the Treasurer and submitted in advance for approval by the Board.
9. The Treasurer must submit a balance sheet and make a full report of AEARU financial matters to the Chairperson, who will submit these to the AGM and BOD Meetings.

### **II. AEARU Account Administration**

1. The Treasurer, once appointed, will share the designated bank account information to the previous Treasurer so that the balance of AEARU funds can be transferred<sup>1</sup>.
2. To maintain its independent status, the AEARU account will be self-sustained in a way that it absorbs all bank charge and exchange differences.

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<sup>1</sup> Introduction of AEARU Membership Fee (p.15 Appendix 1  
[http://aearu.com/bdm\\_data/bdm\\_min\\_2010\\_26th.pdf](http://aearu.com/bdm_data/bdm_min_2010_26th.pdf))

### III. Membership Fee Collection Method

1. The current annual membership fee was set at 2,000 USD at the 15<sup>th</sup> AGM in December 2009.<sup>2</sup>
2. The membership fee will be paid in the format of bank transfer to the designated bank account.
3. A confirmation of receipt of payment can be distributed to member universities upon request.

### IV. Application for Funding

1. All AEARU member universities can apply for funding by submitting the form *Proposal for AEARU Activity*.
2. Funding can be applied for support of academic and student activities only, not AGM or BOD meetings.
3. Activity proposals should include a budget plan.
4. Proposals submitted will be discussed and approved at the BOD meetings.
5. Proposals shall be submitted at least one month before a BOD meeting and four months before the scheduled date of the activity to ensure enough time for recruitment of participation.

### V. Approval of Funding

1. Proposals will be vetted and approved at the BOD meetings.
2. The results of funding approval and the **tentative** amount of approved funding will be announced to applicant university by the Secretariat after the BOD meeting.

### VI. AEARU Funding Disbursement Method

1. **The final amount of funds will be discussed and approved at the BOD meetings through reviewing the report of expenses included in the activity report.** In principle, funding will be disbursed to the recipient universities within one month after the BOD meeting at which the **report was reviewed.**
2. The sponsorship fund will be paid in US dollars.
3. The sponsorship fund will be paid by bank transfer to the bank account of the member university hosting the activity.

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<sup>2</sup> Chairperson Matsumoto reiterated that the provisions for a membership were already included in the constitution, and that the BOD had now decided to set the fee at 2,000 U.S. dollars and implement it as of January 2010. The Chairperson asked the members if they had any comments regarding the proposed membership fee. No objections were raised. (p.14 Agenda VIII. ISSUES TO BE DISCUSSED 4. Proposed introduction of an AEARU membership fee [http://aearu.com/agm\\_data/agm\\_min\\_2009\\_15th.pdf](http://aearu.com/agm_data/agm_min_2009_15th.pdf))

## **VII. Financial Reporting**

1. A one-page summary of each activity, including the workshop title, date, host, venue, members of the organizing committee, program, a report of expenses and other comments and remarks shall be submitted to the Secretariat. The information shall be uploaded to the AEARU website.
2. The Treasurer will submit a balance sheet and financial report of AEARU financial matters to the Chairperson.
3. The Chairperson shall submit the balance sheet and financial report at each BOD meeting and AGM.

## **VIII. Handling of Membership Fees of Revoked Members**

1. Last two statements from Constitution Clause [3.9] The revocation of membership shall take effect from January 1 of the subsequent year. No membership fees paid to the Association will be refunded to institutions which have their membership revoked.