[297V: Incorporates alterations of 20 June 2024 in matter R2024/85]

(replaces alterations of 8 May 2024 in matter R2024/58)

**Local Government, Racing and Cemeteries Employees Union**

I CERTIFY under section 161 of the Fair Work (Registered Organisations) Act 2009

that the pages herein numbered 1 to 28 both inclusive contain a true and correct copy

of the registered rules of the Local Government, Racing and Cemeteries Employees Union.

DELEGATE OF THE GENERAL MANAGER

FAIR WORK COMMISSION

Rules of the Local Government, Racing and Cemeteries Employees Union

Contents

[1 – NAME OF UNION 1](#_Toc170743416)

[2 – DEFINITIONS AND INTERPRETATION 1](#_Toc170743417)

[3 – INDUSTRY 2](#_Toc170743418)

[4 – ELIGIBILITY FOR MEMBERSHIP 2](#_Toc170743419)

[5 – PURPOSES OF UNION 2](#_Toc170743420)

[6 – REGISTERED OFFICE OF UNION 3](#_Toc170743421)

[7 – REGISTERED OFFICER OF UNION 3](#_Toc170743422)

[8 – ZONES OF UNION 3](#_Toc170743423)

[9 – FUNDS OF UNION 4](#_Toc170743424)

[10 – AUDIT OF UNION FUNDS 5](#_Toc170743425)

[11 – UNION SEAL 5](#_Toc170743426)

[12 – ADMISSION TO MEMBERSHIP 5](#_Toc170743427)

[13 – ASSOCIATE MEMBERSHIP 6](#_Toc170743428)

[14 – READMISSION TO MEMBERSHIP 7](#_Toc170743429)

[15 – LIFE MEMBERSHIP 7](#_Toc170743430)

[16 – UNION REGISTER OF MEMBERS 7](#_Toc170743431)

[17 – CHANGE OF MEMBERS ADDRESS 7](#_Toc170743432)

[18 – MEMBERSHIP FEES 8](#_Toc170743433)

[19 – ARREARS OF FEES, ETC. 8](#_Toc170743434)

[20 – RESIGNATION OF MEMBERSHIP 9](#_Toc170743435)

[21 – MEMBER CEASING TO WORK IN INDUSTRY 10](#_Toc170743436)

[22 – OFFENCES AND PENALTIES 11](#_Toc170743437)

[23 – CONFERENCE 12](#_Toc170743438)

[24 – ELECTION OF DELEGATES TO CONFERENCE 12](#_Toc170743439)

[25 – UNION EXECUTIVE 13](#_Toc170743440)

[26 – ELECTION OF EXECUTIVE 13](#_Toc170743441)

[27 – EXECUTIVE AND CONFERENCE VACANCY 16](#_Toc170743442)

[28 – UNION PRESIDENT 17](#_Toc170743443)

[29 – UNION VICE-PRESIDENT 17](#_Toc170743444)

[30 – UNION SECRETARY 17](#_Toc170743445)

[31 – UNION ASSISTANT SECRETARY 18](#_Toc170743446)

[32 – UNION TREASURER 18](#_Toc170743447)

[33 – UNION TRUSTEES 19](#_Toc170743448)

[34 – VACATION OF DIVISION UNION EXECUTIVE AND OFFICE 19](#_Toc170743449)

[35 – SUSPENSION AND REMOVAL FROM EXECUTIVE AND OFFICE 19](#_Toc170743450)

[36 – MEETINGS OF CONFERENCE 20](#_Toc170743451)

[37 – MEETINGS OF UNION EXECUTIVE 20](#_Toc170743452)

[38 – GENERAL MEETINGS OF THE UNION 21](#_Toc170743453)

[39 – ORDER OR BUSINESS AND STANDING ORDERS 21](#_Toc170743454)

[40 – EMPLOYEES OF UNION 23](#_Toc170743455)

[41 – APPEALS 23](#_Toc170743456)

[42 – POWER TO IMPOSE LEVY 24](#_Toc170743457)

[43 – ADEQUACY OF NOTICE 24](#_Toc170743458)

[44 – ILLEGAL STRIKE 24](#_Toc170743459)

[45 – AFFILIATION 24](#_Toc170743460)

[46 – INSPECTION OF BOOKS 24](#_Toc170743461)

[47 – COPY OF RULES 24](#_Toc170743462)

[48 – ALTERATION OF RULES 25](#_Toc170743463)

[49 – LOANS, GRANTS OR DONATIONS 25](#_Toc170743464)

[50 – DISSOLUTION OF UNION 25](#_Toc170743465)

[51 – HOLDING OVER OF OFFICE 25](#_Toc170743466)

[52 – INITIATION OF LEGAL PROCEEDINGS 26](#_Toc170743467)

[53 – EXECUTION OF DOCUMENTS 26](#_Toc170743468)

[54 – MINUTE BOOKS 26](#_Toc170743469)

[55 – REVIEW OF A DECISION OF THE UNION CONFERENCE AND OR THE UNION EXECUTIVE 26](#_Toc170743470)

[56 – SPECIAL GENERAL MEETING TO CONSIDER FINANCIAL REPORTS 26](#_Toc170743471)

[57 – ORGANISATION POLICIES AND PROCEDURES 27](#_Toc170743472)

[58 – TRANSITIONAL PROVISIONS UNION COUNCIL, UNION EXECUTIVE, WESTERN AUSTRLIAN DIVISION CONFERENCE, WESTERN AUSTRLIAN DIVISION EXECUTIVE AND OTHER VACANT POSITIONS 27](#_Toc170743473)

Rules of the Local Government, Racing and Cemeteries Employees Union

## 1 – NAME OF UNION

The name of the Union shall be the Local Government, Racing and Cemeteries Employees Union.

## 2 – DEFINITIONS AND INTERPRETATION

(1) In these Rules, unless there be something in the subject or context inconsistent therewith, the following words and expressions shall have the several meanings hereby assigned to them, that is to say:

“Conference” means the supreme government of the Union.

“Executive” means Executive of the Union.

“Secretary” means Secretary of the Union.

“Extraordinary vacancy” means vacancy occurring in any office after an election or an appointment thereto and before the expiration of the period for which the person who has last vacated the office in any manner whatsoever, was elected or appointed.

“Financial member” means a member not deemed unfinancial pursuant to Rule 19 of these Rules.

“Financial year” means the calendar year, 1st day of July to 30th day of June next following.

“General Manager” means the General Manager of Fair Work Commission.

“Industry” means the industry in connexion with which the Union is formed.

“Life member” means member upon whom life membership of the Union has been conferred pursuant to these Rules.

“Member” means member of the Union.

“Membership” means membership of the Union.

“Office” means:

the office of president, vice-president, secretary, assistant secretary, treasurer, trustee, committee member and zone delegate.

“State Recognised Counterpart” means the Local Government, Racing and Cemeteries Employees Union (WA).

“These Rules” mean the Rules of the Union as they exist from time to time.

“Union” shall mean the Local Government, Racing and Cemeteries Employees Union.

## 3 – INDUSTRY

The industry of operations conducted by Municipal County and Shire Councils and Local Government Bodies and of the operation of public and quasi public undertakings by electric, gas, water, sewerage and road making trusts, boards, commissions and corporations (not formed or constituted for the purpose of private gain) and similar bodies.

## 4 – ELIGIBILITY FOR MEMBERSHIP

The Union shall consist of an unlimited number of bona fide employees, other than officers or inside clerical workers, in the State of Western Australia employed by Municipal County and Shire Councils or other Local Government Authorities or Trusts, Municipal Trusts Water Supply and/or Sewerage Boards or Trusts, Road Boards and other Boards, Corporations, Commissions or Trusts, carrying out or entrusted with the carrying out of works operations or functions similar to those usually or generally performed by Municipal or Shire Councils or other Local Government Authorities before the appointment of such Boards, Corporations, Commissions or Trusts and of employees to contractors to any of such Councils, Authorities, Boards, Corporations, Commissions or Trusts and of such other persons whether employed in the relevant industry or not as have been or are hereafter appointed officers of the Union and admitted as members thereof; And the Union shall also consist of persons in the State of Western Australia other than officers or inside clerical workers, who are employed or usually employed in or in connection with health boards, the board

or governing body of any park, reserve or racecourse, cemetery boards or any person acting for, under, or on behalf of any of such boards or bodies; And that the said Union shall not admit as members employees engaged on new construction work in connection with services which have not passed to the authority which on the completion of such construction work is responsible for the provision and maintenance of those services.

## 5 – PURPOSES OF UNION

(1) The purposes for which the Union is formed are:

(a) To protect and improve to the fullest possible extent the interest of members, and in particular, and without limiting the ordinary meaning of those words -

(i) to obtain and maintain fair wages, hours of work and other conditions of employment of members, either by award, industrial agreement or other lawful means;

(ii) to protect the interests of the industry;

(iii) to promote industrial peace by all means of conciliation and arbitration;

(iv) to prevent lockouts and strikes between employers and members;

(v) to secure redress for any grievances to which members or any of them may become subject; and

(vi) to secure preference of employment for members.

(b) To render legal assistance to members to enable them to enforce their rights under any law relating to industrial arbitration or to compensation for illness or injuries.

(i) to obtain awards and industrial or other agreements, and the variation, extension or termination thereof;

(ii) to resist any action taken or about to be taken by any employer or by any organisation or association or by any trade or industrial or other union which may be prejudicial to the interests of the Union and its members;

(iii) to attain otherwise any of the purposes of the Union.

(c) To establish or publish a journal, e-journal or other publication for the furnishing of information concerning the Union and matters of interest generally to members.

(d) To promote or assist financially or otherwise in the promotion and/or publication of a newspaper, magazine, journal or other publication having for its policy the promotion of the cause of Labor.

(e) To further political objects.

(f) To absorb into membership the members of an organisation, association or union, whether registered or not, provided such members are qualified according to the Rules of the Union.

(g) To affiliate with a body established for the protection and promotion of the cause of Labor.

## 6 – REGISTERED OFFICE OF UNION

(1) The registered Office of the Union shall be Unit 209/396 Scarborough Beach Road, OSBORNE PARK, WA, 6017, or such place the Union Executive shall determine from time to time.

## 7 – REGISTERED OFFICER OF UNION

(1) The Union Secretary shall be the registered officer of the Union and they shall have power to sue on behalf of the Union for all entrance fees, subscriptions, levies and fines due and owing to the Union, and in any other matter as to which they are so authorised by the Union Conference in which the Union may institute proceedings in law or in equity either pursuant to these Rules or otherwise.

## 8 – ZONES OF UNION

(1) For the purpose of election of delegates of Conference and such other purposes as permitted by these rules, each Member shall be allocated to one of the Zones provided for in sub rule (2) based on the definitions of the Zones in sub rule (3).

(2) The Zones of the Union shall be:

2.1 Metropolitan Zone

2.2 Rural Zone

2.3 General Zone

(3) The Zones shall be defined as follows:

3.1 Metropolitan Zone

All Local Government entities constituted under the Local Government Act 1995 whose boundaries fall within the outer boundaries of the City of Wanneroo, City of Swan, Shire of Mundaring, City of Kalamunda, City of Kwinana, and City of Rockingham. The number of delegates to be elected from this Zone shall be one (1).

3.2 Rural Zone

All Local Government entities constituted under the Local Government Act 1995 whose boundaries fall outside the Metropolitan Zone. The number of delegates elected from this Zone shall be four (4).

3.3 General Zone

All other Members who are not employed by a Local Government entity as constituted under the Local Government Act 1995. The number of delegates to be elected from this Zone shall be two (2).

(4) A Member who has more than one employer that entitles that member to Membership and who could be allocated to more than one Zone, is to be allocated to a Zone on the basis of the predominant employer.

(5) The Conference has the power to change the Zone allocation from Metropolitan to Rural Zone for any Member where changes to the boundaries or structure of an existing Local Government within the Metropolitan Zone change for any reason including (but not limited to) amalgamation resulting in part of the new entity falling partly outside the Metropolitan Zone-only if majority new entity’s land falls outside the boundaries of the Metropolitan Zone.

(6) The Conference has the power to change the Zone allocation from Rural to Metropolitan Zone for any Member where changes to the boundaries or structure of an existing Local Government within the Rural Zone change for any reason including (but not limited to) amalgamation resulting in part of the new entity falling partly inside the Metropolitan Zone-only if majority new entity’s land falls within the boundaries of the Metropolitan Zone.

## 9 – FUNDS OF UNION

(1) (a) Subject to this Rule, Union Funds and all real and personal estate belonging to the Union shall be under the control of the Executive.

(b) Real estate and securities belonging to the Union in the hands of the Union shall be vested in the Union Trustees, and shall be held by them in trust for the Union.

(2) Union funds shall be banked in an accredited, licensed and approved bank or credit union as the Executive may determine from time to time in one or more accounts as the Executive may from time to time determine.

(3) All Funds drawn on shall be authorised by the Union Treasurer and shall be also authorised by either the Union President or the Union Secretary: Provided that in the case of absence of any of such persons or of their inability to authorise the drawing of funds the Executive may appoint a member of the Executive to sign in place of the absent or unable person either generally or in any particular case.

(4) Notwithstanding sub rules (1) to (3) above, the Union and the Union Executive may enter into an arrangement with its State Registered Counterpart for the management, use and control of funds and assets of the Union including but not limited to membership fees or other income.

## 10 – AUDIT OF UNION FUNDS

(1) An auditor, who is not a member of the Union, and who meets the requirements and obligations to be an Auditor as set out under the *Fair Work (Registered Organisations) Act 2009* shall be appointed by the Union Executive as required by the *Fair Work (Registered Organisations) Act) 2009*.

(2) The auditor will audit the financial statements of the Union in accordance with the requirements under the *Fair Work (Registered Organisations) Act 2009* and make a report in relation to the financial statements to the Union.

(3) An auditor shall be deemed to have vacated their position -

(a) upon death; or

(b) upon receipt by the Union Executive of notice in writing of resignation signed by them;

and the Union Executive may terminate the services of an Auditor in accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009*.

## 11 – UNION SEAL

(1) The Union shall have a seal or stamp which shall be of such design as the Union Executive may determine, and which shall bear the name of the Union.

(2) The seal and stamp shall remain in the custody of the Union Secretary.

## 12 – ADMISSION TO MEMBERSHIP

(1) An applicant for admission as a member of the Union shall complete and sign an application form provided by the Union, which they shall lodge with or forward to the Union Secretary.

(2) An application for membership may be accompanied by the entrance fee and subscription, payable in respect of the financial year then current, as provided by Rule 18 of these Rules.

(3) Immediately upon signing an application form the applicant shall become a member of the Union whether the entrance fee and/or subscriptions have been paid or not, unless at the next meeting of the Executive objection is taken that the applicant is of general bad character, and in such case the applicant shall be admitted to membership only if a majority of the Executive concerned vote in favour of their admission.

(4) After the application for membership has been rejected under sub-rule (3) hereof the Union Secretary shall within seven days notify the applicant in writing of such decision and the reasons therefore and shall refund to the applicant any fees and/or subscriptions paid by them at the time of making application.

(5) The non-compliance with any formality of admission required by this Rule or the non-payment of any entrance fee or subscription payable under these Rules, shall not invalidate the admission of any member.

(6) An entry in the membership records of the Union that a person has been duly admitted as a member of the Union shall be prima facie evidence that all formalities necessary to such admission have been duly complied with.

(8) Notwithstanding any foregoing provisions of this Rule, the fact that the requirements of this Rule have not been complied with by or in respect of any person who at the date of commencement of these Rules was a member of the Union shall not invalidate membership, and any such person shall be deemed to have become a member of the Union pursuant to these Rules.

(9) Sub-rule (10) shall apply to an applicant for membership who is eligible to join both the Union and the Union’s State Recognised Counterpart.

(10) Where an applicant joins both the State Recognised Counterpart and the Union, entrance fees and subscriptions may be paid to the State Recognised Counterpart and if they become a financial member of the State Recognised Counterpart then they shall be deemed a financial member of the Union.

(11) The Secretary shall advise applicants for membership in writing of:

(a)the financial obligations arising from membership, and

(b) the circumstances and the manner in which a member may resign from the Union.

## 13 – ASSOCIATE MEMBERSHIP

(1) An Associate Member is a person who may apply for membership of the Union who is otherwise not eligible to be a member pursuant to Rule 4 of these rules. A person may apply for and be admitted to Associate Membership of the Union if they are not eligible to become a financial member of the Union pursuant to Rule 4 of these rules.

(2) The benefits of membership to which an Associate Member is entitled shall be determined by the Union Executive provided that an Associate Member is not entitled to hold Office, vote at meetings, or take part in any election in any capacity.

(3) An Associate Member may be permitted to attend meetings as a non-speaking guest where invited by an Office holder as defined in these Rules.

(4) An associate member shall be a non-financial member who does not have the rights of a financial member of the Union.

(5) Membership contributions per annum shall be determined by Union Executive.

(6) Any associate member who seeks to or does bring the Union into disrepute or is involved in actions that seek to or do injure, vilify the standing of the Union shall have their membership cancelled without appeal by the Union Executive.

## 14 – READMISSION TO MEMBERSHIP

(1) Any person whose former membership of the Union was terminated in any way whatsoever may be readmitted to membership of the Union provided they pay fees and comply with these rules.

## 15 – LIFE MEMBERSHIP

(1) Conference may confer life membership of the Union upon a financial member, who has retired from the industry, having not less than twenty years of membership of the Union or such other similar union as the Conference prescribes whom Conference considers merits life membership by reason of long years of active and faithful service to the Union.

(2) A life member shall be obliged to pay all moneys due and owing by them to the Union up to the date upon which life membership is conferred upon them, but thereafter shall not be obliged to pay to the Union any entrance fee, subscription or levy, but in all other respects a life member shall be entitled to all the rights and privileges and shall be subject to all the obligations of membership excepting the right and privilege of voting and of nominating for or being elected to any office as defined in these rules.

## 16 – UNION REGISTER OF MEMBERS

(1) A register of the Members of the Union showing the name and postal address of each member, and a list of the names, postal addresses and occupations of the Officers of the Union as far as they are known, shall be kept at the office of the Union.

## 17 – CHANGE OF MEMBERS ADDRESS

(1) A member changing their address shall furnish particulars of their new address to the Union Secretary within fourteen days of such change.

## 18 – MEMBERSHIP FEES

(1) Each member shall pay either an annual or periodic subscription.

(2) The Union Executive shall from time to time set the amount of the annual and periodic subscriptions.

(3) The Annual Subscription in Rule 18(1) may be paid:

a. As a lump sum annually, half yearly, or quarterly at the discretion of the member.

b. The payment falls due on the first day of the period covered by the subscription.

c. Payment may be made by way of electronic funds transfer; cash; money order; credit card (where such facility to receive exists) into the Union’s Nominated Financial Institution Account.

d. Payments not made by the due date become outstanding and are recoverable in accordance with the Rules as a debt owing to the Union.

(4) Periodic Subscriptions may be paid by instalments by arrangement between the Union and employing authority (as defined in Rule 3 of these rules) of the member and or by direct debit arrangement between the Union and the Member.

(5) Provided that any instalment not deducted or otherwise outstanding, at any time, shall continue to be due and payable in accordance with these Rules.

(6) Notwithstanding the provisions of sub-rules 18(1) to (5), payment by a member to the State Registered Counterpart of the prescribed membership fees under the rules of the State Registered Counterpart shall constitute payment in full of the membership fees to the Union.

(7) In the event that the Union’s State Registered Counterpart, reneges or otherwise abrogates its obligations under subrule (4) of Rule 9 FUNDS OF THE UNION then the applicant shall continue to be deemed a financial member under these rules and be entitled to all services, benefits and privileges arising under these rules until the end of the financial year in which the arrangement with the State Recognised Counterpart ceased. From the commencement of the next financial year, the member shall be liable to payment of fees and levies to the Union.

(8) Existing financial members of the Sate Recognised Counterpart who are also members of the Union shall be a deemed financial member of the Union from the date that this sub-rule is certified.

## 19 – ARREARS OF FEES, ETC.

(1) A member who does not pay to the Union or its State Registered Counterpart

1. their fee either:

* yearly
* half yearly
* Quarterly, or
* by automatic payroll deduction by their employer

shall be deemed unfinancial after the expiry of three months from the date upon which the fee fell due.

(2) Notwithstanding sub-rule (1) the Union Executive may permit continuity of financial membership to a member, who upon written application to either the Secretary or President, requesting a fee suspension due to financial hardship. The maximum period of fee suspension that the Union Execuitve may grant, shall be not more than twelve months either consecutive or in aggregate.

## 20 – RESIGNATION OF MEMBERSHIP

(1) Membership of the Union shall be terminated:

1. by resignation in accordance with these Rules, or;
2. by expulsion in accordance with these Rules, or;
3. by death of the member, or;
4. by the member ceasing to be eligible to become a member of the Union; in accordance with Rule 4.

(2) A member may resign from membership of the Union by notice in writing addressed and delivered to the Secretary of the Union.

(3) A notice of the resignation from membership of the Union shall take effect:

1. where the member ceases to be eligible to become a member of the Union;

(i) on the day upon which the notice is received by the Union; or

(ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;

whichever is later; or

1. in any other case:

(i) at the end of two weeks after the notice is received by the Federation; or

(ii) on the day specified in the notice;

whichever is later.

(4) A notice delivered to the Secretary of the Union shall be taken to have been received by the Union when it was delivered.

(5) A notice of resignation that has been received by the Union shall not be invalid because it was not addressed and delivered in accordance with sub-rule (2) of this Rule.

(6) A resignation from membership of the Union shall be valid even if it is not affected in accordance with this Rule if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.

(7) Any subscriptions fees or levies payable but not paid by the former member in relation to a period before the member's resignation from the Union took effect, may be sued for and recovered in the name of the Union, in a Court of competent jurisdiction, as a debt due to the Union.

(8) An action arising under sub-rule (7) shall not be taken unless the Union has written to the members advising the member of the quantum of outstanding dues and or levies and having given the member adequate and reasonable opportunity pay the quantum advised.

## 21 – MEMBER CEASING TO WORK IN INDUSTRY

(1) Notwithstanding anything contained elsewhere in these Rules, a member who ceases to work in the industry for a period of three months and at the expiration thereof is working in another industry, shall thereupon cease to be a member of the Union, and they shall be liable to pay immediately all entrance fees, subscriptions, levies and fines due, and owing by them to the Union, and in default of payment they may be sued therefore.

(2) Notwithstanding anything contained elsewhere in these Rules, the Executive may issue to a member who has ceased to work in the industry and who does not owe any money to the Union a “clearance card” if requested so to do by such member, and upon the issue of such “clearance card”, and unless their membership of the Union has been terminated earlier, the person concerned shall cease to be a member of the Union.

(3) Notwithstanding anything contained elsewhere in these Rules, if the Executive is satisfied that a member has ceased to work in the industry, and such member does not owe money to the Union, the Executive may declare that such member has left the industry, and thereupon such person shall cease to be a member of the Union, and they shall be entitled to have issued to them by the Union Secretary a “clearance card.”

(4) Notwithstanding anything contained elsewhere in these Rules, if the Executive is satisfied that a member has ceased to work in the industry, and such member owes money to the Union, the Executive may declare that such member has left the industry, and thereupon such person shall cease to be a member of the Union and they shall be liable to pay immediately all entrance fees, subscriptions, levies and fines due and owing by them to the Union, and in default of payment they may be sued therefore.

(5) For the purpose of this Rule an employee of the Union shall not be deemed to have ceased work in the industry and shall not be declared to have left the industry.

## 22 – OFFENCES AND PENALTIES

1. Any member may charge any other member with –

(a) contravening or failing to observe any of these rules for breach of which no penalty is prescribed by the particular rule; or

(b) knowingly contravening or failing to observe any lawful direction or resolution of any council or body constituted by or pursuant to these rules; or

(c) knowingly contravening or failing to observe any lawful and reasonable direction given by any officer of the Union; or

(d) any dereliction of any duty imposed on a member by these rules; or

(e) misappropriation or misapplication of any of the finds or property of the Union; or

(f) knowingly divulging the Union’s correspondence or business to persons not entitled to know the same; or

(g) knowingly making false statements or knowingly giving false information in relation to the affairs of the Union; or

(h) wilfully misrepresenting the affairs of the Union; or

(i) conniving at any of the foregoing offences being committed by any other person.

(2) Action under sub-rule (1) hereof shall be commenced by a complaint in writing signed by the complainant and lodged with the Union Secretary and such complaint shall specify the matter or matters charged.

(3) The Union Secretary shall summon a member charged before the Executive and such member shall receive from the Union Secretary, at least fourteen days before the meeting of the Executive, notice of the complaint (including the matter or matters charged) and notice of the date time and place of such meeting. The complainant and the member charged shall be entitled to be present at such meeting and be heard.

(4) If the Executive finds such a member guilty it may do one or more of the following -

(a) impose no penalty;

(b) impose a censure;

(c) suspend them from membership or deprive them of any right or benefit of membership for any specified period or until the happening of any specified event or until the performance of any specified act. Suspension from membership shall deprive a member of benefits of membership but shall not relieve them of the obligations of membership and shall not exceed six months for any one offence. If the specified event has not occurred or the specified act has not been done at the expiration of six months from the date of suspension the suspension shall then lapse;

(d) expel them from the Union.

PROVIDED THAT action shall not be taken under paragraph (d) hereof except on complaint commenced by -

(i) the Executive on its own motion; or

(ii) a member in writing signed by the complainant lodged with the Union Secretary specifying the matter or matters charged and requesting that the member charged be expelled.

PROVIDED FURTHER that where a complaint is commenced by the Executive on its own motion the matter or matters the subject of such complaint shall be determined by a meeting of the Union and the provisions of sub-rule (3) and (4) hereof shall apply to such complaint and determination.

## 23 – CONFERENCE

(1) Subject to these Rules the supreme government of the Union shall be vested in Conference.

(2) Conference shall consist of the Union Executive and delegate(s) from each of the Zones, the Zone of which and the numbers of delegates for each Zone are set out in Rule 8 Zones of the Union of these rules.

(3) (a) In addition to powers elsewhere conferred on it by these Rules Conference shall have the general management and control of the affairs of the Union, and unless specific provision is made to the contrary it shall have the powers conferred by these Rules on the Union Executive, and it shall have all such powers and authorities as are necessary or convenient for carrying into effect these Rules and the purposes of the Union.

(b) Conference may exercise any power conferred on it by these Rules notwithstanding that the Union Executive has exercised a like power in the same matter and where a decision of Conference is inconsistent with a decision of the Union Executive, the decision of Conference shall prevail.

## 24 – ELECTION OF DELEGATES TO CONFERENCE

(1) (a) A member shall not be eligible to be a candidate for election as delegate to Conference who has not been a financial member of the Union for a period of one year as at the actual date for closing of nominations.

(2) The delegates from a Zone to Conference shall be elected at the same time each four years as the Union election is held for the Union Executive~~,~~ and in the same manner, and Rule 26 of these Rules shall apply, mutatis mutandis, to such election. Zone Delegates are to be elected by financial members in the Zone they represent as defined in sub-rules 2-4 of Rule 8 Zones of the Union of these rules.

## 25 – UNION EXECUTIVE

(1) There shall be a Union Executive, which shall consist of the President, the Vice-President, the Treasurer, the Secretary, the Assistant Secretary, the Trustees (2) and six Committee-Members as elected from time to time.

(2) The Officers of the Union for the purposes of the *Fair Work (Registered Organisations) Act 2009*, shall be as provided for under the term Office in Rule 2 of these Rules.

(3) Between meetings of Conference the government of the Union in all respects shall be vested in the Union Executive, which for that purpose shall have all the powers, authorities, functions and duties of Conference other than such as are conferred or imposed by Rule 48 of these Rules. Nothing in this sub-rule, however, shall affect in any way the powers conferred by these Rules on any specified officer or officers to act in cases of emergency.

## 26 – ELECTION OF EXECUTIVE

(1) The Offices of the Union Executive and as defined in Rule 25 of these Rules shall be elected every four years by secret postal vote of the financial members of the Union. Zone Delegates to Conference shall be elected every four years by secret postal vote of the financial members in the Zone they represent as defined in sub-rules 2-4 of Rule 8 of these rules.

(2) The first four yearly election for all offices shall be held in 2024 and then every four years thereafter.

(3) The conduct of the Election

1. The Returning Officer

(i) Each election for an officer of the Union shall be conducted by the Australian Electoral Commission in accordance with the Act and Regulations unless an exemption is granted in accordance with the Act and Regulations. In all circumstances the Returning Officer shall not be the holder of any office the union or an employee of the Union.

(ii) The Returning Officer shall ensure, as far as practicable, that no irregularities office in the election of officers of the Union.

(iii) The Returning Officer so appointed shall have power to appoint such assistants as he/she deems necessary provided that such assistants shall at all times be subject to the absolute control and direction of the Returning Officer.

1. Tenure of Office

(i) Each Office Holder of the Union shall be elected by secret postal ballot of all members of the union, and shall take office from the declaration of their election, and shall hold office for a period of 4 years or until a successor thereto has been elected and taken office.

1. Roll

(i) The roll of voters shall close 7 days prior to the day of which nominations open.

(ii) The Returning Officer shall compile a roll of eligible members for the purpose of any election for Office(s) under these rules. The roll shall be compiled as soon as practicable after the roll of voters closes.

1. Nominations for Office Holder

(i) A nominee for any Office of the Union shall be a financial member of the Union as at the closing of nominations and shall have been a financial member of the Union for at least one year.

(ii) A member of the Union nominated for any Office of the Union shall be nominated by two financial members of the Union.

(iii) Nominations shall be in writing, signed by the nominee and two nominators (who shall be financial members of the Union) and shall be delivered to the Returning Officer, provided that a nominee shall not be eligible to hold more than one office.

(iv) The Returning officer shall call for nominations for the offices by advertising on the Union’s Website and/or by such other approved method as directed by Conference at least twenty-eight days before the date for closing of nominations which shall be at a time and place or in a manner fixed by the Executive and mentioned in the advertisement.

(v) The Returning Officer shall check all nominations received for compliance with the requirements of these Rules and shall reject any that do not so comply, provided that in the event of the Returning Officer finding a defect in any nomination, the Returning Officer shall, before rejecting the nomination, notify the person concerned of the defect and, where it is practicable to do so, give the nominee the opportunity of remedying the defect within 7 days of the nominee having been so notified.

(vi) Nomination for more than one Office

Where the Returning Officer receives from any one candidate nominations for more than One Office, the Returning Office shall notify the candidate of such anomaly and invite the candidate to withdraw all nominations excepting for one office within 7 days.

1. Ballots
2. If more nominations are received than there are vacancies for a position the Returning Officer shall have ballot papers prepared containing the names of the candidates for each position in order determined by lot indicating the number to be elected to each position, the manner in which votes shall be recorded and the date and the time of closing of the ballot.
3. The Returning Officer shall be responsible for the safe custody of the ballot papers and shall initial every ballot paper prior to distribution.

(iii) The Returning Officer shall provide a ballot paper to each member of the appropriate electorate who is eligible to vote and shall arrange for the use of a receptacle to which ballot papers shall be returned to them and after the closing of the ballot the Returning Officer shall collect the ballot papers from such receptacle.

(iv) The Returning Officer shall determine the period upon which any election ballot Conducted under this rule. Such voting period shall not be less than 28 days.

(v) Upon collecting the same the Returning Officer shall, in the presence of the scrutineers (if so requested) count all the votes cast in accordance with sub-rule 3(e) of this Rule and, subject to sub-rule (4)(a) of this Rule, declare the result of the ballot.

(f) System of Voting

(i) The system of voting in any election for any Office of the Union shall be the first past the post system.

(ii) Election of One Candidate Only

1. Voters shall be required to mark ballot paper by one of the following methods:

* Using ticks
* Crosses
* Numbers
* Striking out the names of candidates for whom they DO NOT wish to vote for.

1. The result of each ballot shall be ascertained by counting the number of votes shown against the name of each candidate in the ballot, and the candidate with highest number of votes shall be elected.
2. Election of more than One Candidate

Voters shall be required to vote by placing either ticks, crosses or numbers in the square next to the name(s) of the candidate(s) for whom the voter wishes to vote for.

1. The voter must vote for the number of candidates to be elected.
2. The candidates with the highest number of votes shall be elected.
3. If two or more candidates each receive the same number of votes the Returning Officer shall decide by lot which candidate is to be elected.
4. A ballot paper shall be informal if marked other than in accordance with this rule.

(4) Absent Voting

1. A member who is entitled to vote and who will be absent during the conduct of the ballot may apply for an absent vote by lodging with the Returning Officer prior to the distribution of ballot papers a written request for an absent vote together with an address at which he/she can receive communications. The Returning Officer shall forward a ballot paper to the address so specified and shall notify the member of the closing date for absent vote to be lodged.

(5) Scrutineers

1. Any candidate may if they so desire appoint a scrutineer who is a member of the Union to represent them at the ballot. Any party appointing a scrutineer shall, within 7 days of closing of nominations, notify the Returning Officer in writing of the name of such scrutineer, who:

(i) shall be entitled to be present throughout the ballot and may query the inclusion or exclusion of any vote in the count, but the Returning Officer shall have final determination of any vote or queries;

(ii) shall not be entitled to remove, mark, alter or deface any ballot paper or other document used in connection with the election; and

(iii) shall not interfere with or attempt to influence any member at the time such member is casting his/her vote.

(6) Declaration

1. The Returning Officer shall declare the results of the election as soon as practicable after they have ascertained results of the election.
2. Upon declaration of the ballot, the Returning Officer shall seal and retain all ballot papers for a period of twelve months after the conduct of the ballot.
3. The Union shall publish the results of any and all elections held under this rule on its Website and/or other approved method as directed by Conference.

## 27 – EXECUTIVE AND CONFERENCE VACANCY

(1) An extraordinary vacancy occurring in the Union Executive or the Union Conference shall be filled by secret postal vote of the financial members of the Union in the same manner as prescribed in Rules 24 and 26, mutatis mutandis. The successful candidate shall hold office for the balance of the term.

(2) Where the unexpired term of the Office is less than three quarters of the term of the Office then the Union executive may appoint an eligible member to be the holder of that Office for the balance of the term.

## 28 – UNION PRESIDENT

(1) The Union President shall -

(a) be Chair of Conference and of meetings of the Union Executive or of members or representatives of the Division at which they are present;

(b) superintend the discussion of all business tabled for consideration at such a meeting;

(c) enforce the Rules of the Union and preserve good order among the members present;

(d) possess (and may exercise) an ordinary vote and a casting vote: Provided that at Conference they shall have a casting vote only;

(e) sign the minutes of the proceedings of meetings adopted by a meeting at which they are present.

1. The Union President shall be paid such honorarium as may be prescribed by Conference from time to time.

## 29 – UNION VICE-PRESIDENT

(1) (a) The Union Vice-President shall assist the Division President in the discharge of the duties of their office.

(b) In the absence of the Union President from a meeting of which they would, if present, be Chair, the Union Vice-President shall be Chair of such meeting and for that purpose shall have all the duties and may exercise all the powers of the Union President.

(2) The Union Vice-President may be paid such honorarium as may be prescribed by Conference from time to time.

## 30 – UNION SECRETARY

(1) (a) The Union Secretary shall be elected each four years by secret postal financial members of the Union attached to the Union and from amongst such members.

(b) A member shall not be eligible for election as Union Secretary who has not been a financial member of the Union for a continuous period of one years as at the actual date for the closing of nominations for such election.

(2) The Union Secretary shall be paid such salary, and shall enjoy such other conditions of employment, as may be prescribed by Conference from time to time.

(3) The Union Secretary shall be the chief administrative officer of the Union, and, subject to any direction given to them by Conference or the Union Executive, shall:

(a) control and manage the office and employees of the Union;

(b) have charge of the records of the Union and be responsible for the recording, filing and safe keeping thereof;

(c) keep accurate, permanent records of the activities of the Union and of all property of the Union in the hands of the Union;

(d) see that the accounts of the Union are kept and presented for audit in accordance with these Rules;

(e) prepare and furnish all returns, statements, declarations or the like required by law;

(f) prepare a report for each meeting of Conference setting out the activities of the Union since the immediately preceding report;

(g) prepare a financial statement for each meeting of Conference, or more often if so directed by the Union Executive, setting out the financial dealings of the Union since the immediately preceding report and the financial position of the Union as at the date of the report;

(h) have authority to represent the Union in such cases the Union Executive authorises;

(i) generally perform such other duties as are allocated to them by Conference or the Union Executive from time to time; and

(j) hand over all books and other property belonging to the Union in their hands as directed by Conference or the Union Executive.

## 31 – UNION ASSISTANT SECRETARY

(1) There shall be an Assistant Union Secretary of the Union who shall be elected by a direct voting system in a secret postal ballot. The term of office of each Assistant Union Secretary shall be four years and shall commence and conclude at the same times as the term of office of the Union Secretary.

(2) If the Union Secretary is unable to act then an Assistant Union Secretary shall act as the Union Secretary.

1. In the absence of the Secretary for any reason whatsoever, the Assistant Secretary shall have the same powers, responsibilities, rights and privileges as that of the Secretary as set out in Rule 30 sub-rule (3).

## 32 – UNION TREASURER

(1) The Union Treasurer shall -

(a) sign all financial transaction documents as required by these Rules;

(b) check the accounts of the Union as kept by the Union Secretary;

(c) present all accounts of the Union to each meeting of Conference and the Union Executive;

(d) generally perform such other duties as are allocated to them by Conference or the Union Executive from time to time; and

(e) hand over all books and other property belonging to the Union in their hands as directed by Conference or the Union Executive.

(2) The Union Treasurer may be paid such honorarium as may be prescribed by Conference from time to time.

## 33 – UNION TRUSTEES

(1) A member shall not be eligible for election as a Union Trustee who has not been a financial member of the Union for a period of one year as at the date of the closing of nominations for such election.

(2) Real estate and securities belonging to the Union shall be vested in the Union Trustees for the time being, who shall hold it and/or them in trust for the Union.

(3) With respect to real estate and securities vested in them pursuant to this Rule the Trustees shall be subject to lawful directions by the Union Executive.

## 34 – VACATION OF DIVISION UNION EXECUTIVE AND OFFICE

An Office of the Union shall be deemed to have become vacant -

(a) upon the death of the occupant;

(b) upon receipt by the Union of notice in writing of resignation of the occupant signed by him;

(c) upon the occupant ceasing to be a member of the Union;

(d) upon the occupant becoming an unfinancial member.

## 35 – SUSPENSION AND REMOVAL FROM EXECUTIVE AND OFFICE

(1) A person elected to any office within the Union may be dismissed from office by the Conference or Executive if found guilty of:

(a) (i) misappropriation of the Funds of the Union;

(ii) substantial breach of the Rules of the Union;

(iii) gross misbehaviour;

(iv) gross neglect of duty; or

(b) has ceased, according to the Rules of the Union to be eligible to hold office.

(2) (a) Subject to sub-rule (1) hereof the Union Conference or Executive may dismiss an officer from their office at a meeting of the Conference or Executive to which the officer concerned has been summoned in writing, signed by the Union Secretary or the Union President, to show cause why they should not be so dismissed.

(b) An office holder summoned to show cause pursuant to this sub-rule shall be given twenty-one days’ notice of the date, time and place of the meeting to which they are summoned: Provided that less than twenty-one days’ notice may be given if the office holder so consents. The notice summoning them shall also specify the ground or grounds upon which it is proposed to consider such dismissal.

(3) The Union Executive may suspend from office, the holder of any office, who is summoned to show cause why they should not be dismissed from such office, until the Union Conference or Executive makes a decision as to whether or not such office holder should be dismissed from office. Provided that the charge against such office holder shall be dealt with by the Executive within one (1) month of the date of the suspension of the office holder concerned. Should the Union Secretary be suspended, the Executive shall determine whether salary shall be paid to them during the period of suspension, and if so, what amount. Where the charge against the office holder is dismissed by the Executive then the office holder concerned shall be paid their salary for the full period of their suspension.

## 36 – MEETINGS OF CONFERENCE

(1) Conference shall meet at such time and place as the Union Executive may determine from time to time.

1. At a meeting of Conference, a quorum shall be half the number of delegates (including those attending by telephone or video link), and in the absence of a quorum at any time Conference shall not proceed.
2. In the event of the Union President and the Union Vice-President being absent from a meeting of Conference, then the delegates present shall elect a Chair of the meeting.

(4) Where any member of Conference cannot attend a meeting in person, they may attend by way of telephonic or video link or any other such approved method as approved by the Conference, provided that Executive Officers shall have all papers necessary to carry out the duties properly.

## 37 – MEETINGS OF UNION EXECUTIVE

(1) Meetings of the Union Executive shall be held at such time and place as the Union Executive may determine from time to time: Provided that the Union Secretary may summon a meeting of the Union Executive at any time, and he shall do so whenever so directed by the Union President.

(2) At a meeting of the Union Executive a quorum shall be one half of the executive being present (including those attending by telephone or video link), and in the event of a quorum not being present within thirty minutes next after the appointed time for a meeting of the Union Executive the meeting shall lapse.

(3) In the event of the Union President and the Union Vice-President being absent from a meeting of the Union Executive, then the members present shall elect a Chair of the meeting.

1. Where any member of Executive cannot attend a meeting in person, they may attend by way of telephonic or video link or any other such approved method as approved by the Executive, provided that Executive Officers shall have all papers necessary to carry out the duties properly. Further, where voting is conducted using telephonic and or video link or other such approved method a proper attainable record shall be maintained of the voting.

## 38 – GENERAL MEETINGS OF THE UNION

(1) Ordinary meetings of the Union shall be held at such time, place and date as determined by the Union Executive provided that a minimum of 21 days’ notice shall be provided to members by publication on the Union’s website (and/or other means of communication that are suitable) of the time, place and date of the proposed meeting of members.

There shall be a minimum of four (4) general meetings of members per year.

(2) A quorum for an ordinary meeting of the Union shall be 10 financial members, and a quorum for a special meeting shall be 25 financial members, and in the event of a quorum not being present within thirty minutes of the appointed time for the meeting the meeting shall lapse.

## 39 – ORDER OR BUSINESS AND STANDING ORDERS

(1) At meetings of Conference or the Executive the following Order of Business shall be observed:

(a) Call to order.

(b) Reading and confirmation of Minutes.

(c) Reading of correspondence and consideration of same.

(d) Announcing names of new members.

(e) Announcing notifications of resignations.

(f) Passing of accounts.

(g) Reports (including Secretary’s report and financial statement).

(h) Business arising thereon.

(i) Auditor’s report and balance sheet.

(j) Unfinished business.

(k) New business in the order arranged on the agenda paper.

(2) The Standing Orders for meetings of Conference or the Executive shall be as follows:

(a) When the Chair rises in his place during the meeting, any member speaking or about to speak shall resume his seat and the Chair shall be heard in silence.

(b) A member, when about to speak, shall rise and address the Chair, and shall conduct themselves in a respectful manner towards the Chair and towards the meeting.

(c) Any member desirous of moving a motion shall, if requested by the Chair, submit the same in writing duly signed by the mover.

(d) No motion or amendment shall be open for discussion, unless it has been seconded, provided that any member may second a motion or amendment “pro forma”, and speak to such motion or amendment later.

(e) Only one amendment shall be before the meeting for discussion at any one time, but any member desirous of moving a further amendment may “foreshadow” such further amendment during the discussion of the amendment before the meeting.

(f) An amendment to any motion shall always be put to the meeting before the motion. In the event of the amendment being carried, it shall thereupon become the motion.

(g) If a further amendment be moved it shall be an amendment to the motion in its amended form.

(h) It shall not be competent for the Chair to accept an amendment which is a direct negative of the motion.

(i) No member shall be allowed to speak more than once, and the mover and seconder of a motion shall be deemed to have spoken, subject, however, to paragraph (d) hereof, and except also for the purpose of making an explanation or correcting a misstatement. The mover of a motion only shall have the right of reply.

(j) The mover of a motion shall be allowed five minutes and all other speakers three minutes in which to speak, provided that if majority of those present vote in the affirmative on a motion to that effect any speaker may be allowed an extension of time.

(k) Any member may rise to a point of order, whereupon the speaker shall resume his seat and the Chair shall determine the point of order forthwith. No discussion shall be permitted on the point of order.

(l) At any stage of the debate any member may move that “the question be now put”. Such closure motion upon being duly seconded shall be put without debate. The carrying of a closure motion shall entail the submission of the motion at once to the meeting after the mover has replied if he so desires.

(m) If the ruling of the Chair on any mater causes dissatisfaction, it shall be competent for any member present to move dissent, provided that five others rise in their places to support the motion of dissent.

(n) Voting shall be on the voices, but the Chair, or any member rising in his place, may demand a show of hands.

(o) Except where otherwise provided for to the contrary, all motions shall be carried by majority of members present and voting.

(p) Any member may move for the rescission of a resolution, provided he gives fourteen clear days’ notice in writing of such intention to the Secretary. A rescission motion shall be deemed to be negatived unless supported by at least two-thirds of the members present and voting.

(3) Notwithstanding anything hereinbefore contained, a meeting of Conference or of the Executive, as the case may be, may, for that meeting, suspend or vary the foregoing Order of Business or Standing Orders.

## 40 – EMPLOYEES OF UNION

(1) The Union may employ such persons for the purpose of carrying out these Rules as the Union Executive thinks necessary. Every such employee shall be employed during the pleasure of the Union Executive only, and shall be employed upon such terms and conditions as the Union Executive may prescribe from time to time.

(2) The Executive may appoint collectors for the purpose of collecting moneys due and owing to the Union by members. Collectors shall hold their appointment during the pleasure of the Executive only, and shall be appointed upon such terms and conditions as the Executive may prescribe from time to time.

## 41 – APPEALS

(1) From any decision of the Union Executive an appeal shall lie to Conference, and not otherwise.

(2) Every appeal from a decision shall be made within fourteen days next after the date of such decision, and shall be by notice in writing lodged with the Union Secretary where the appeal is being made to Conference and such notice shall state the grounds of appeal, shall bear the date on which it is signed and shall be signed by the appellant.

(3) Notice of the date, time and place of hearing of an appeal to Conference shall be given to the appellant and to any other party to the appeal at least seven days before the date of such hearing.

(4) Subject to the Rules of the Union every party to an appeal shall be entitled to be present at the hearing of the appeal, and to be heard.

(5) On any appeal the appellate body may affirm, reverse or otherwise alter (in whole or in part) the decision appealed against.

## 42 – POWER TO IMPOSE LEVY

(1) The Union Executive may impose at any time a levy upon the members of the Union as prescribed by these Rules, and it may prescribe the conditions necessary or convenient to give effect to the imposition of such levy: Provided that not more than Twenty Dollars in the aggregate shall be imposed as levy in any financial year.

## 43 – ADEQUACY OF NOTICE

(1) Any Rule of these Rules which requires that notice otherwise than by publication, in a newspaper shall be given, or that any document shall be forwarded to a member shall be deemed to be complied with if the notice or document be forwarded by prepaid letter to the address of the member last furnished pursuant to these Rules, or, if there be no such address, to the address furnished by the member when applying for admission to membership of the Union.

## 44 – ILLEGAL STRIKE

(1) Neither the Union nor any of the members shall take part in, aid or abet an illegal strike, nor shall the Union or any of the members, during the currency of any strike, do any act or thing to induce or compel any person to refrain from handling or dealing with any article or commodity in the course of transit thereof, or in the process of the manufacture, sale, supply or use thereof.

## 45 – AFFILIATION

(1) The Union may affiliate with a body established for the protection and promotion of the cause of Labor in the geographic territory of the Union by decision of the Union Executive and upon such terms and in such manner as the Union Executive by its decision prescribes, provided that any such affiliation may be nullified by the Union Conference.

## 46 – INSPECTION OF BOOKS

A member of the Union, upon personal application to the Union Secretary, may inspect during the normal office hours of the office of the Union the books and Union Register of Members in the custody of the Union Secretary.

## 47 – COPY OF RULES

Upon their admission to membership a member, upon application, shall be entitled to receive free of charge from the Union Secretary a copy of these Rules, and upon any reprint of these Rules each member, upon like application, shall be entitled to receive free of charge a copy thereof.

A member, upon application, may at any time obtain additional copies of these Rules from the Union Secretary.

## 48 – ALTERATION OF RULES

(1) These Rules may be amended or repealed, or new Rules may be made, by the Union Conference.

## 49 – LOANS, GRANTS OR DONATIONS

(1) A loan, grant or donation of an amount exceeding $1,000 shall not be made by this Division unless the Union Executive:-

(a) has satisfied itself -

(i) that the making of the loan, grant or donation would be in accordance with the other rules of the Union and

(ii) in relation to a loan - that, in the circumstances, the security proposed to be given for the repayment of the loan is adequate and the proposed arrangements for the repayment of the loan are satisfactory; and

(b) has approved the making of the loan, grant or donation.

## 50 – DISSOLUTION OF UNION

(1) The Union shall not be dissolved, nor its funds or property appropriated to any purpose other than those set forth in these Rules, so long as thirty members are enrolled in the Union Register of Members.

(2) Should the number of members of the Union at any time be reduced from any cause whatsoever to less than thirty, the Union may be dissolved by a decision of the majority of the members voting by secret ballot on the question.

(3) After discharging all debts and liabilities, the remaining finds shall be placed in a bank in the names of trustees appointed for the purpose by ballot among the remaining members and shall be used only for the purpose of reorganising the Union.

## 51 – HOLDING OVER OF OFFICE

1. In the event of any delay for any reason in the conduct of election of any Office as prescribed in these Rules, the existing Office holder shall continue to hold office and perform the role of the Office in full until the date of the Declaration of Election is issued by the Returning Office in respect of those elections.

## 52 – INITIATION OF LEGAL PROCEEDINGS

1. Legal proceedings may be initiated, and matters may be brought before the Fair Work Commission or other tribunal or authority by the Union Secretary and or the Union Assistant Secretary. In the case of the inability for whatever reason of both the Union Secretary and Union Assistant Secretary to legal proceedings or matter as per this rule then the Union Executive shall have the power to delegate this authority to another office holder or employee of the Union.

## 53 – EXECUTION OF DOCUMENTS

(1) Industrial agreements and other documents may be executed by or on behalf of the Union by the signature of an officer (as defined) of the Union.

## 54 – MINUTE BOOKS

(1) The Union shall keep minute books for all meetings of the Union Conference, Union Executive and Meeting of the Union, which books shall record the proceedings and resolutions of the respective meeting as described in this rule.

## 55 – REVIEW OF A DECISION OF THE UNION CONFERENCE AND OR THE UNION EXECUTIVE

(1) Any decision of the Union Conference and or the Union Executive may be altered or annulled by affirmative vote of members present and quorate at a General Meeting of the Union.

(2) Subject to sub-rule (1) hereof, the Union Secretary on receipt of a written request for a review of any decision of the Union Conference and or the Union Executive signed by not less than 25 financial members shall call a General Meeting of the Union to enable the written request to be heard and dealt with at the meeting. Such meeting shall be held no later than (8) weeks from the date upon which the request is received by the Union Secretary.

## 56 – SPECIAL GENERAL MEETING TO CONSIDER FINANCIAL REPORTS

(1) Where no less than 5 percent of members of the Union petition the Union Secretary for a special general meeting of the Union for the specific purpose of considering the:

i) Auditor’s report

ii) General purpose financial report and

iii) Operating report,

The Union Secretary shall give notice of any meeting to be conducted pursuant to this Rule by written notice sent or delivered to and posted on a conspicuous place at each member’s place of employment or by email communication to each member or by notice published on the Federation website to all members who have immediate access to that website.

1. A General meeting of the members of the Union called pursuant to this Rule may be conducted as a series of meetings held at different locations. A meeting conducted pursuant to this Rule is taken to have been completed at the time of the last of the meetings in any series of meetings.

## 57 – ORGANISATION POLICIES AND PROCEDURES

(1) The *union and its divisions* shall develop and implement policies and procedures relating to the expenditure of the union and its divisions.

## 58 – TRANSITIONAL PROVISIONS UNION COUNCIL, UNION EXECUTIVE, WESTERN AUSTRLIAN DIVISION CONFERENCE, WESTERN AUSTRLIAN DIVISION EXECUTIVE AND OTHER VACANT POSITIONS

* 1. On certification of this transitional rule, the following committees shall be abolished:
     + Western Australian Division Executive, and
     + Western Australian Division Conference.
  2. On certification of this transitional rule, the following offices shall be abolished:

1. Western Australian Divisional President,
2. Western Australian Divisional Vice-President,
3. Western Australian Divisional Treasurer,
4. Western Australian Divisional Secretary,
5. Western Australian Divisional Trustee,
6. Western Australian Divisional Committee Members,
7. Zone Delegates to Western Australian Divisional Conference,
8. Three Union Vice-Presidents (noting that at the time of certification of this transitional rule, three Union Vice-President offices are vacant), and
9. As soon as practicable after the certification of this transitional rule there shall an election for the following offices (the 2024 election):
   * 1. Union President,
     2. Union Vice-President,
     3. Union Treasurer,
     4. Union Secretary,
     5. Union Assistant Secretary,
     6. Union Trustees (2),
     7. Union Executive Committee Members (6),
     8. Union Conference Delegate, Metropolitan Zone,
     9. Union Conference Delegate, Rural Zone (4), and
     10. Union Conference Delegate, General Zone (2).
10. On certification of this transitional rule, the persons holding the following offices will continue to hold that office until the declaration of the 2024 election:
    * 1. Union President,
      2. Union Vice-President,
      3. Union Treasurer,
      4. Union Secretary,
      5. Union Assistant Secretary,
      6. Union Trustee,
      7. Western Australian Divisional Representatives to Union Council.
11. On certification of this transitional rule, the Union Council will continue to exist and retain the powers and duties as specified in the Rules of this Union prior to certification of this transitional rule.
12. On the declaration of the 2024 election, the Union Council will be abolished and the Union Executive and Union Conference will be created.
13. On certification of this transitional rule, the current term of office for the Union Secretary and the Union Assistant Secretary will be truncated by twelve (12) months.
14. The term of office for all office holders elected in the 2024 election will be four years.

\*\*\*END OF RULES\*\*\*