

-14-

16.3 Visiting members:

Members of any sub-branch may visit any other sub-branch on production of their financial card and with the permission of the sub-branch may speak on any question before the sub-branch but shall not vote.

16.4 Clearances:

Any member entering a sub-branch by clearance shall not have a vote in that sub-branch until his clearance has been accepted by such sub-branch.

16.5 Sub-branches shall accept a transfer for any member, and issue a transfer for any member who applies for same, subject to the provisions of rule 16.29 and all arrears of contributions shown on the clearance card sent from a sub-branch in one State to a sub-branch in another State shall be collected and retained by the sub-branch to which the members have been transferred.

16.6 Each sub-branch may obtain a room and a safe and/or steel cabinet and office equipment for the safe keeping of union property provided the State Management Committee is advised of the cost of such facilities and has approved whatever payment is necessary to secure such facilities.

16.7 Interpretation of rules:

Should any rules require interpretation, or be not clearly defined, they shall be sent to the State Management Committee for their decision. All such decisions shall be inserted in the minute book of the sub-branch.

16.8 Resolutions to State Management Committee:

Resolutions to the State Management Committee shall be submitted in writing to the Sub-Branch President, and the numbers of votes for and against such resolution, shall be stated when the resolutions are sent to the State Management Committee.

16.9 Correspondence confidential:

All communications or copies of correspondence from the State Management Committee shall remain the property of the union and information relating to the same shall not be divulged to any outside body or bodies without first obtaining the sanction of the State Management Committee.

16.10 Sub-branches allowed:

In all cities and towns there shall be only one sub-branch and no other sub-branch shall operate within a radius of eight kilometres of the meeting place of such sub-branch except with the consent of the State Management Committee.

16.11 Sub-branch officers:

Sub-branches shall elect the Sub-Branch Committee. The Sub-Branch Committee shall consist of President, Vice-President and Secretary and six committee men, one of whom may be an apprentice. Sub-branches with more than 100 members may also elect a money steward and door keeper. The Sub-Branch Secretary may appoint sick stewards as they are required.

16.12 Any member neglecting the duties for which he is elected shall, unless a satisfactory apology is furnished, be fined by his sub-branch or the State Management Committee any amount not exceeding ten dollars (\$10).

16.13 Meetings: When held:

Sub-branches of the union shall meet at least monthly to transact business and the time of opening and closing the sub-branch meeting shall be at the discretion of each sub-branch.

16.14 The books of each sub-branch shall be sent each half-year to the State Office for audit.

16.15 Sub-branches shall have power to strike a levy of not more than \$4 for purely local purposes, provided due notice thereof has been given to members and provided that two-thirds of the members voting shall decide in favour of the levy. Voting shall be by ballot of the members of the sub-branches concerned. In no circumstances shall any levy be imposed which would so operate as to impose a liability for levies in a sum exceeding \$4 per annum on a member.

16.16 Any member residing within a five kilometre radius of the meeting place of the sub-branch who fails to attend a summoned meeting shall be fined a sum not exceeding 30¢ unless a satisfactory excuse is tendered.

16.17 The Sub-Branch President and Secretary, on a requisition signed by ten per centum of the members of the sub-branch shall call a special meeting of the sub-branch. No business shall be transacted at such a meeting other than the business set out in the requisition or in the notice calling the meeting.

16.18 Sub-branch by-laws shall be registered under the "Industrial Conciliation and Arbitration Act 1961-1980" (and amendments thereof). The precise location of all meetings at which the business of the sub-branch shall be conducted shall be published six months in advance in the notice published half-yearly for that purpose. Copy of each such half-yearly notice shall be filed forthwith with the Industrial Registrar.

16.19 Sub-Branch President:

The Sub-Branch President shall preside at all meetings of the sub-branch and sub-branch committee, and shall conduct business according to the rules laid down for his guidance. If he is not present at the time of opening the meeting the Vice-President shall take the chair. Should the Vice-President be absent, the members shall elect a chairman pro tem. He shall not enter debate on any question, but shall endeavour to bring the business to a speedy and successful issue. He shall have a deliberate vote only.

16.19.1 Bank book: countersign orders for payments; branch resolutions:

The Sub-Branch President shall sign the sub-branch minutes of the previous meeting, after they have been confirmed by the sub-branch. He shall examine the sub-branch bank book each meeting night (when such book is not held by the bank) and report to the sub-branch the result of each banking transaction, the record to be inserted in the minute book. He shall countersign all orders for payment of money authorised by the sub-branch, and all orders for remittances to the State Management Committee when requested to do so by the State Secretary, and for capitation fees due to the State Management Committee under rule 13.19.1. He shall also cause to be recorded in the minute book the number voting for and against all suggestions for alteration of rules or resolutions intended for the State Management Committee and the numbers present when the vote is taken.

16.20 Sub-Branch Secretary:16.20.1 Correspondence; keep account of income and expenditure; clearances:

The Sub-Branch Secretary shall attend all meetings of the sub-branch or committee. He shall conduct all correspondence and take the minutes of committee meetings. He shall be responsible for the collecting of contributions, fines, and other money due to the union by members of his sub-branch.

16.20.2 The Sub-Branch Secretary shall keep a clear and correct account of all receipts and expenditure in connection with the sub-branch. He shall register carefully the name, age and residence of every member, and shall within one month, forward to the State Secretary correctly filled in registration cards for all members admitted into the sub-branch, and also transfer cards for all members leaving the sub-branch. He shall also notify the State Secretary of all resignations and deaths.

16.20.3 Balance Sheets:

The Sub-Branch Secretary shall prepare, in duplicate, a half-yearly balance sheet and report, setting out all income and expenditure incurred during the period covered by such balance sheet, one copy to be forwarded to the State Management Committee within seven days after the half-yearly meeting. He shall close his books at the end of January and July each year. Contributions for the next half year shall be due and payable at the end of March and September each year. He shall give every facility to the auditors to examine all books and papers in connection with the sub-branch. He shall read out to the sub-branch meeting a cash account. He shall be the custodian of the official stamp of the sub-branch, and be ex-officio member of all sub-committees, but shall not have a vote on any matter in which he is personally or financially interested.

16.20.4 Half-Yearly Summons:

The Sub-Branch Secretary shall supply all necessary advice to the State Office to enable it to advise the sub-branch members of the time, place and date of the half-year meeting, which shall be in March and September of each year. The State Secretary shall forthwith notify all sub-branch members thereof. He shall supply all details to the State Office to enable it to advise members in arrears. Special meetings of the sub-branch may be called as decided by the sub-branch. He shall perform all clerical and other duties appertaining to the position of the Secretary.

16.20.5 All sub-branch meetings called in accordance with this sub-clause shall be held at the place fixed by rule 16.18 for conduct of the business of the sub-branch.

16.20.6 Suspended members:

Members who owe one year's arrears of contributions shall be suspended. The State Office shall be advised regarding such members. They shall not be included in returns of membership or recognised when computing the number of members in the sub-branch.

16.20.7 Clearances and Transfers:

The Sub-Branch Secretary shall accept all clearances (that are permitted) from other unions, also transfers from other sub-branches or other States, and shall issue transfers for any members applying for same. He shall also transfer all members who do not comply with rule 16.29.2 to the sub-branches nearest to which they reside.

-17-

16.20.8 Sub-branch Secretaries obtaining the transfers of members from other States or other unions shall immediately fill in a duplicate card and forward same to the State Office.

16.20.9 Pay benefits:

The Sub-Branch Secretary shall pay all benefits according to rules 21 and 22 and he may be made to refund all expenditure that is made contrary to the provisions of these rules.

16.20.10 Resignation or removal:

In the event of resigning the Sub-Branch Secretary shall give one month's notice, or be fined \$1, except in the case of illness or removal from the town.

16.20.11 On his resignation or being removed from office, or on demand of the State Management Committee, or whomsoever they may authorise, the Sub-Branch Secretary shall, within seven days, deliver up all books, documents and property of the said sub-branch to the State Management Committee or Trustee. Before the books are handed over to his successor in office they shall be audited.

16.20.12 Neglect of duty:

Should the Sub-Branch Secretary fail to carry out any of his duties to the satisfaction of the sub-branch, the sub-branch shall, upon the matter being reported, refer it to the Sub-Branch Committee, who shall investigate it and report to a subsequent meeting, which shall have power to deal with him according to the provisions of rule 16.12.

16.21 Vice-President:

The Vice-President shall record the minutes of all sub-branch and special meetings and shall preside over meetings in the absence of the Sub-Branch President.

16.22 Doorkeeper

The doorkeeper shall attend at the opening time of each sub-branch meeting, and shall assist the Sub-Branch President in maintaining order by keeping the door closed whilst any member is addressing the meeting. he shall not admit any disorderly member into the room; neither shall he admit anyone who is not a member or who is not a candidate.

16.23 Sub-branch finances:

16.23.1 The funds of each sub-branch shall be banked as provided in the rules.

16.23.2 On a written authority signed by the Sub-Branch President and Sub-Branch Secretary any two members of the Sub-Branch Committee shall sign cheques for payment of accounts for expenditure, in conformity with the rules. Such cheques shall be countersigned by the Sub-Branch Secretary.

16.24

Sub-Branch Committee

In every sub-branch there shall be a committee elected in accordance with rule 16.11 which shall meet when required on being summoned by the Sub-Branch Secretary, three to form a quorum. The President shall have a deliberate vote only. The minutes of the proceedings shall be signed by the Chairman at the close of each meeting, and submitted to the next sub-branch meeting for confirmation or otherwise. If necessary they shall examine and determine claims for lost tools. In the event of a member being charged with acting contrary to the policy of the union the sub-branch committee shall have power to refuse payment of any benefit to such member until the charge has been investigated by the State Management Committee and its decision conveyed to the sub-branch. They shall hear and decide all cases of appeal from a member against an officer of the sub-branch. Any member of a sub-branch committee who is absent without reasonable excuse from three consecutive meetings shall be deemed to have vacated his seat, and the sub-branch shall fill the vacancy. The Committee shall meet at least once per half-year for the purpose of drawing up an agenda and making a report of the half-year's work for the half-yearly meeting of the sub-branch.

16.25

Sick stewards:

Sick stewards shall, when instructed by the sub-branch Secretary visit any member who is sick or who has met with an accident, and report to the next sub-branch meeting.

16.26

Sub-Branch Returning Officer and Scrutineers:

The Sub-Branch Committee shall appoint a Sub-Branch Returning Officer and two scrutineers who shall not hold any office in, and not be an employee of, the organisation, branch section or division of the organisation to conduct all required ballots. The appointment shall be made by a majority vote of Sub-Branch Committee members at the first meeting of the Committee immediately following the yearly Sub-Branch elections.

16.26.2

Provided that should any vacancy occur in these positions the Sub-Branch Committee shall be empowered to fill such vacancy.

16.27

Money Stewards:

The money stewards shall attend the half-yearly sub-branch meetings punctually at the time of commencing of business, and shall take money and issue receipts to members.

16.28

Election of Sub-branch officers

16.28.1

The election for Sub-branch officers shall be held in March of each year and be under the control of the Sub-Branch Returning Officer assisted by the Scrutineers.

16.28.2

^{Sub-Branch}
The Returning Officer shall call nominations for all Sub-branch positions by notification in a newspaper circulating in the Sub-branch area at least thirty-five (35) days prior to the March yearly Sub-branch meeting.

-19-

- 16.28.3 Nominations shall be in writing and be signed by two financial members. The person nominating must be a member of the Sub-branch and financial no later than fourteen (14) days prior to nominations being called.
- 16.28.4 No member shall be a candidate for two or more offices that, if elected to, he shall be unable to hold at the one time.
- 16.28.5 Nominations shall close twentyone (21) days prior to the March yearly Sub-branch meeting.
- 16.28.6 Should only sufficient nominations have been received by the Sub-Branch Returning Officer for the positions, as advertised, the Sub-Branch Returning Officer shall declare the person or persons so nominated as elected and supply forthwith a declaration of the ballot to the Sub-Branch Secretary, a copy of which shall be forwarded to the State Secretary.
- 16.28.7 Should there be more valid nominations than the number required to fill the vacancies the Sub-Branch Returning Officer shall conduct a ballot which shall be held at the March yearly meeting.
- 16.28.8 Fourteen (14) days prior to such ballot taking place the Sub-Branch Returning Officer shall publish in a newspaper circulating in the Sub-branch area a list of positions vacant, the names of persons nominating for each position/positions, the date and time of the ballot, and notifying all financial members they are eligible to vote either in person at the meeting or by application to the Sub-Branch Returning Officer for an absentee vote.
- 16.28.9 The Sub-Branch Returning Officer shall procure sufficient ballot papers to enable each member to vote should they so desire. For such purpose the Sub-Branch Secretary shall provide the Sub-Branch Returning Officer with a list of financial members eligible to vote. Each such ballot paper issued shall be signed by the Sub-Branch Returning Officer.
- 16.28.10 The Sub-Branch Returning Officer, upon receipt of an application for an absentee vote, shall forward to the applicant in a sealed envelope a signed ballot paper and a stamped envelope addressed to the Sub-Branch Returning Officer.
- 16.28.11 All completed ballot papers must be in the hands of the Sub-Branch Returning Officer by 9 p.m. on the night of the March yearly meeting when the ballot shall close.
- 16.28.12 The absentee vote envelopes shall then be opened and those votes, together with the votes cast at the meeting, be counted under the supervision of the Sub-Branch Returning Officer and Scrutineers and the result declared immediately.
- 16.28.13 The person or persons obtaining the highest number of votes shall be declared elected.
- 16.28.14 The Sub-Branch Returning Officer shall submit a report to the Sub-Branch Secretary. A copy of same to be forwarded to the State Secretary, showing the number of ballot papers printed, the absentee vote applications, the number used and the names of the candidates with the vote of each recorded.
- 16.28.15 The ballot papers used and unused and the absentee vote applications shall be held for a period of twelve (12) months before being destroyed.
- 16.28.16 The Sub-branch committee shall be empowered to fill, by appointment, any vacancy or vacancies occurring in the period of twelve (12) months following the ballot for positions.

16.29 Duties of members:

- 16.29.1 No member shall call on or write to any Sub-Branch Secretary at the works where he is employed.
- 16.29.2 Members shall belong to the Sub-branch that meets nearest to their place of residence.
- 16.29.3 Members changing their residence shall inform the Sub-Branch Secretary in writing within three months of such change of address.

16.30 Misconduct of members:

- 16.30.1 Subject to rule 8, any member knowingly violating any registered rule of the union may be fined a sum not exceeding \$4 by the Sub-branch. Should, however, the matter be referred to the State Management Committee, they shall have the power to fine the member an amount not exceeding \$10, expel him from membership or suspend him from benefit for a period of not more than six months for such an offence.
- 16.30.2 Any member acting in a disorderly manner during a meeting or acting in opposition to the ruling of the Presiding Officer, may be fined a sum not exceeding \$2 and should he persist, the Presiding Officer shall have power to call on the members to expel him from such meeting until such time as the fine is paid and an apology is tendered for such conduct.
- 16.30.3 It shall be competent for the State Management Committee to inflict a fine not exceeding \$10, suspend from benefit for a period not exceeding three years, or expel from the union a member upon satisfactory proof that such member has refused to comply with its decision.
- 16.30.4 Charges under these rules shall be made in writing within one month of the discovery of the incident to which it refers, to the Sub-Branch or State Management Committee. The member so charged shall be summoned to attend a meeting of Sub-Branch Committee or State Executive, or State Management Committee by a written notice giving the short substance of the charges and notifying the time and place of meeting. Such notice shall be sufficient if posted to his last known place of abode not less than five days, or in the case of a member whose last known place of abode is situated more than 160 kilometres from Brisbane, not less than ten days before the date of such meeting.
- 16.30.5 At the appointed time and place the charge shall be investigated either by the Sub-Branch or State Executive or State Management Committee, whether or not the member shall be in attendance. The decision of the Sub-Branch or Executive shall be binding on the member, subject to the right of appeal to the State Management Committee whose decision shall be final on all matters whether by appeal or otherwise. All meetings, in accordance with this sub-clause, shall be held at the place fixed by the Registered Rules for the conduct of the business of the Union or Sub-Branch.
- 16.30.6 A member may, if he desires, make his answer to the charges in writing.
- 16.30.7 Any member making a charge which upon investigation proves to be false or frivolous shall be dealt with by the State Management Committee provided that the maximum fine that may be imposed shall not exceed \$10.

-21-

- 16.30.8 Any member, members, or persons who by false representation or imposition, obtain possession of money, securities, books, papers or other effects of the union or having same in their possession withhold or mis-apply them shall render themselves liable to be summonsed before a Court of summary jurisdiction.
- 16.30.9 Any member or officer who is fined for any offence under these rules shall pay the fine on or before the date of the meeting of his Sub-branch immediately following the imposition of the fine. Should the fine not be paid it shall at once be added to the member's dues by the Sub-Branch Secretary, and shall be deducted from any money paid by the member as contributions or may be recovered by legal process.
17. APPEALS OF MEMBERS AND SUB-BRANCHES AND STATE MANAGEMENT COMMITTEE
- 17.1 Right of appeal:
- Any member finding himself aggrieved against the actions or decisions of the officers or members of the union may, in the case of any grievance, appeal to his Sub-branch for redress, and, if still aggrieved, he may further appeal to the State Management Committee within one month, whose decisions shall be final and such decision must be conveyed to those concerned.
- 17.1.1 Not to furnish other evidence:
- Neither a member appealing nor the officer or the body appealed against shall furnish any other evidence to the State Management Committee than that heard in the original appeal. Such evidence shall be submitted in writing to the Sub-branch before forwarding to the State Management Committee. The members of the State Management Committee shall give reasons when deciding appeals.
- 17.2 When not considered:
- The State Management Committee shall not consider any appeal for assistance pursuant to Rule 24 from any member whose total dues to the union amount to twelve months' contributions or more.
- 17.3 All provisions of this rule shall apply also to next of kin claiming on account of deceased members.
18. ELECTION OF STATE SECRETARY, ASSISTANT STATE SECRETARY, STATE MANAGEMENT COMMITTEE MEMBERS, ORGANISERS
- 18.1 Branch elections:
- Any member of the union who is financial as provided for in subclause (6) of this rule at the time of nominations and has financial membership of the union in accordance with the scale set out in Rule 18.4 may nominate for such positions according to this scale.
 Provided that any member who has ceased to work in the industry and has reached the age of sixty-five (65) years may not nominate for any position.
 Provided further that no member who has reached the age of sixty-five (65) years may nominate for a full time position.
- 18.2 The first elections for above officers of the union shall be held in 1983 and until such elections are held, the officers of the union shall be as is provided for in Rule 13.

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- 18.2.1 Provided that as from the 1983 election for officers of the union, in addition to the provisions of Rule 13.2.1, further provision is made that not less than one of the elected full time paid officers of the union shall be a plasterer for the one ensuing period of office only. For the purposes of this sub rule paid officers are as follows:- State Secretary; Assistant State Secretary; Organisers.
- 18.2.2 This shall not preclude all of the above positions being filled by ballot where no plasterers' nominations are received for those positions by the Returning Officer.
- 18.2.3 Provided further that until the election for officers of the union in 1983, the full time paid officers of the union shall be the existing paid full time officers of the former Amalgamated Soci Carpenters and Joiners and Bricklayers and the Secreta of the former Queensland Plasterers' Union of Employee
- 18.3.2 No member shall be a candidate for two or more offices he would be unable to hold at the same time.
- 18.4.3 The scale of financial membership of the union members to be qualified to nominate for the positions, is as under:-
- | | | |
|------------------------------|---|-------------|
| State Secretary |) | |
| Assistant State Secretary |) | Three years |
| | | members |
| State Executive Members |) | |
| District Secretary/Organiser |) | One years |
| State Organisers |) | members |
| State Committee Members..... | | Financial n |
- 18.5.1 The term of office for the above positions shall be for term shall commence from the date the successful candidates are elected by the Returning Officer conducting the ballot.
- 18.5.1 Nominations for the above positions shall be called by the Returning Officer by notification in the union journal or in one daily newspaper circulating in the capital city and in each Sub-branch or district area on or before the last day of August of every fourth (4th) year commencing as on and from the last day of August 1983.
- 18.5.2 All Sub-branches shall be notified by circular of the opening and closing date of nominations.
- 18.5.3 Any member desiring to nominate for the above positions shall apply either personally or in writing to the Returning Officer for a nomination form. Such forms shall be signed by the candidate and by two financial members and forwarded by registered post to the Returning Officer or handed personally at the Union (union and a receipt thereupon obtained.
- 18.5.4 Nominations shall be closed at 4 p.m. on the last Friday 1983 and each four (4) years thereafter following that must be received by the Returning Officer by that time eligible.
- 18.5.5 Candidates may include with their nomination form a statement exceeding 200 words containing only the candidate's personal history and only the candidate's policy statement.

Rule No. 18.4

The term of office for the above positions shall be 18 months for the 1991 elections and four years thereafter from the 1993 elections, and such terms shall commence from the date the successful candidates are declared elected by the Returning Officer conducting the ballot for the 1991 elections. Thereafter the term of office shall commence from 2nd July following the election. by notification in the union journal or in one daily newspaper circulating in the capital city and in each Sub-branch or district area on or before the last day of August 1991, thereafter every fourth (4th) year commencing as on and from the last day of February 1993.

Rule No. 18.4.4

Nominations shall be closed at 4 p.m. on the last Friday of September 1991, the last Friday of March 1993, and each four (4) years thereafter following that date.

Nominations must be received by the Returning Officer by that time on that date to be eligible.

Renumbered 8-10-90

-23-

- 18.5.6 The Returning Officer shall examine all nominations to ensure that they are in order and if any nominations are found to be defective the Returning Officer, before rejecting the nomination, shall notify the person concerned of the defect and where practicable to do so give him the opportunity of remedying the defect within a period of not less than seven (7) days after being so notified.
- 18.5.7 If at the closing date for nominations only sufficient nominations have been received by the Returning Officer to fill any vacancy or vacancies the Returning Officer shall thereupon declare person or persons so nominating elected and supply forthwith a report of the declaration of the ballot to the Executive and candidates by submitting a Returning Officer's report to the Union Secretary.
- 18.5.8 If all nominations are received and there are more nominations than there are vacancies the Returning Officer shall conduct a draw for positions on the ballot paper and shall notify candidates of the time and place of the draw in sufficient time for a candidate or his nominee to attend the draw; such attendance shall be at the candidate's own costs and expense.
- 18.5.9 The Returning Officer shall forthwith have printed ballot papers in sufficient quantities to enable him to supply a ballot paper for each member eligible to vote in the election and secure a certificate from the printer as to the number printed.
- 18.5.10 Such ballot papers shall have printed thereon only the title of the office to be filled, method of voting and the name of the candidates for such office and a space for the required vote to be registered, provided however that where more than one candidate is required to be elected the number to be elected shall be printed on the ballot paper. The position of the names of each candidate on the ballot paper shall be in order of the draw of positions for that ballot.
- 18.5.11 Where a ballot is required, the Secretary of the Union shall provide, within twenty-eight (28) days of the closing of nominations, a certified list of financial members entitled to vote to the Returning Officer.
- 18.5.12 The Returning Officer shall on a date which will enable the ballot paper to be posted not later than fourteen (14) clear days before the closing date of the ballot, send by pre-paid post to each member eligible to vote in the election an envelope addressed to such member at his address appearing on the list of members eligible to vote supplied to the Returning Officer by the State Secretary, and that envelope shall contain only the following documents:
- 18.5.13 a ballot paper initialled by the Returning Officer in respect of each office to be filled at the election for which the member is eligible to vote;
- 18.5.14 an empty unsealed pre-paid post envelope addressed to the Returning Officer, C/- the numbered mail box referred to in this rule.
- 18.5.15 such printed instructions necessary for the completion of each of the ballot papers enclosed in the said envelope and any other instructions that the Returning Officer may consider necessary;
- 18.5.16 The candidates statement provided for and in accordance with rule 18.5.5.

9/7/91

-24-

For the purposes of the election, the books of the Union shall be deemed to have closed as of the 31st August for the 1991 election, thereafter at the last day of February preceding the election.

Only members who are shown in the records at the office of the Union as having paid all contributions, levies and fines fourteen (14) clear days prior to the 31st day of August for the 1991 election and thereafter the last day of February, shall be entitled to vote.

18.6.5 For the purpose of the election the books of the Union shall be deemed to have closed as at 31st August preceding the election. Members who are shown in the records at the office of the Union as having paid all contributions, levies and fines four days prior to the 31st day of August shall be entitled to vote.

18.6.1 Provided that any member who at any time prior to the election satisfied the Returning Officer that he has paid all levies and fines prior to the 31st day of August preceding the election shall be entitled to receive a ballot paper and the Returning Officer shall send by pre-paid post a ballot paper in accordance with Rule 18.5.12.

Rule No. 18.5.1

9/7/91

Providing that any member who at the time prior to the closing of the ballot, satisfies the Returning Officer that he has paid all contributions, levies and fines prior to the 31st day of August 1991 and thereafter the last day of February preceding the election, shall be entitled to receive a ballot paper and the Returning Officer shall send by pre-paid post a ballot paper in accordance with Rule 18.5.12.

18.7.6 The opening date of the ballot shall be on the 2nd day of November and the closing date shall be noon on the 16th day of November in which the ballot is held. All ballot papers shall be returned to the Returning Officer, C/- the post office box named on the ballot, to which the ballot papers are returned. The post office box to which the ballot papers are returned or if a box has been previously used by the union he shall be changed.

18.7.1 The Returning Officer shall collect the returned ballot papers from the post office box and deposit them in a ballot box kept at the office of the Returning Officer until the commencement of the count of the ballot.

18.7.2 At the conclusion of the ballot the ballot box shall be taken to the office of the Returning Officer at a time reasonable notice of which shall be given to the scrutineers and taken to the union rooms and be opened in the presence of the scrutineers and counting shall then proceed. No person shall interrupt the count for any purpose the papers shall be returned to the ballot box to which any seals may be fixed by a scrutineer.

18.8.1 Any candidate at his own expense, may appoint a financial scrutineer to act as his scrutineer by notification in writing to the Returning Officer. Any scrutineers so appointed may be removed at any stage of the counting of the ballot provided that the candidate is also present.

18.9.8 The Returning Officer shall proceed to count the ballot papers as soon as possible after the closing of the ballot and the candidate or candidates receiving the necessary quota shall be declared elected. The counting of the ballot shall be completed not later than the first day of December following the closing of the ballot.

18.10.9 In the case of an equality of votes for any two or more candidates the Returning Officer shall determine by casting his vote which candidate is elected, provided that where an electoral college is used the Returning Officer he shall determine his casting vote in favour of the candidate who has received the most votes.

18.11.10 The Returning Officer shall declare the successful candidate and notify the Executive of the result of the ballot and the successful candidate shall issue instructions for the publication of same in the Building Worker. He shall also notify each successful candidate and publish their names in at least one daily newspaper in the Union area.

18.12.1 The Returning Officer's report to the State Management shall contain all relevant information including the number of votes cast, the number posted, the number returned, the number of votes received by each candidate, the names of the candidates for each office and their proposers.

Rule No. 18.8

9/7/91

The Returning Officer shall proceed to count the ballot on the first day of December following the closing of the ballot, and the candidate or candidates receiving the necessary quota shall be declared elected.

The counting of the ballot shall be completed not later than the 1st day of December for the 1991 elections, thereafter the 1st day of June following the closing of the ballot.

-25-

- 18.12.11 The successful candidates shall remain elected until their successors take up office.
- 18.13.12 Any accidental or unavoidable omission or error in the carrying out or observance of this rule shall not invalidate an election if such omission or error appears not to have affected the result of an election.
- 18.14.13 In any election the Returning Officer and any scrutineer shall do all things necessary to preserve the secrecy of the ballot and shall conduct themselves in a sober, proper and impartial manner. Scrutineers shall, as far as practicable, be present at all stages of the ballot. They shall obey any directions given to them by the Returning Officer. If any scrutineers or scrutineer are not present at any stage or stages of the ballot the Returning Officer may proceed nonetheless.
- 18.15.14 Should a vacancy occur in any of the abovementioned offices, the State Management Committee may fill the position within one month if the term remaining is not more than twelve (12) months. Where a ballot is required, the State Executive may conduct a postal ballot of S.M.C. members.
- 18.15.1 If the term remaining is more than twelve (12) months and the State Executive desires to fill the vacancy, an election shall be held according to the provisions of this rule with any necessary modification.
- 18.16.15 Definitions:
- "Preferential Voting" shall mean a system of voting in which the voter shall place a number 1 in the square opposite the name of the candidate for whom he votes as his first preference, and shall place the number 2, 3, 4 (and so on as the case required) in the squares opposite the names of all the remaining candidates so as to indicate the order of the preference for them. In a ballot by the preferential system the valid ballot papers shall be separated into separate parcels, each such parcel containing all those papers on which first preference is indicated for the same candidate. If on the first count a candidate receives an absolute majority of first preference votes of total valid votes cast he shall be declared elected.
- 18.16.1 If no candidate has received an absolute majority of first preference votes the candidate with the fewest first preference votes shall be excluded and the ballot papers on which a first preference is indicated for such candidate shall be counted to the remaining candidates next in the voters' order of preference. If a candidate has then an absolute majority of votes he shall be elected, but if no candidate then has a majority of votes the process of excluding the candidate who has the fewest votes and the distribution of the voters' preferences shall continue until one candidate has received an absolute majority of votes. In cases where more than one position is to be filled the numbers placed opposite the candidates' names up to the number of positions to be filled shall be first preference votes and the procedure in respect to the distribution of preferences shall be the same as is above prescribed where a ballot is for a single position. The candidates or candidate, as the case may be, who has received an absolute majority of votes shall be elected.

19. ORGANISERS:

- 19.1 The State Management Committee shall not less than two months prior to the closing of nominations as prescribed in rule 18, determine the number of organisers to be elected. They shall also determine the area of the State in which organisers shall reside and operate.
- 19.1.1 The organisers shall be under the control of the State Management Committee and shall when required, attend meetings of the State Management Committee. They shall perform such organising duties as may be required and shall visit shops and jobs where members of the union and other workers eligible to join are employed and endeavour to enrol new members. They shall cooperate with all shop and job stewards and Sub-branch Secretaries, and carry out organisational work in any part of the State as directed by the State Management Committee.
- 19.1.2 State organisers may be elected and remain in office for a period of four years, provided that if the funds are insufficient to meet the half-yearly expenditure, their services may be dispensed with at the discretion of the State Management Committee.
- 19.1.3 The State Management Committee may appoint temporary organisers for a period not exceeding six (6) months, the duties of organisers to be determined by the State Management Committee.
- 19.2 Any Sub-branch may, subject to the consent of the State Management Committee appoint a local organiser for a period of not exceeding six months. An amount equal to 10 per centum of the previous half-year's income may be used for this purpose. This amount may be subsidised by the State Management Committee on application by the Sub-branch.

20. SHOP STEWARDS:

- 20.1 For the convenience of members, shop or job stewards may be appointed by Sub-branches within the district under their control.
- 20.2 Should any shop or job steward be victimised, or be reasonably supposed to be victimised, from carrying out any duties to the union, the State Management Committee shall take all necessary steps to see that the member is compensated for any loss he may incur.

21. FUNERAL ALLOWANCE:

- 21.1 The union shall pay out of its funds a funeral allowance to the representatives of deceased members who have been members for a period of twelve months. On the death of a member who does not owe more than one half-year's contributions, a sum of money in accordance with the appended scale of funeral allowances shall be paid to his widow, next of kin, or nominee, or whomsoever may, in the opinion of the union, prove to have an equitable claim to it, provided that at the time of such member joining the union he was not over fifty (50) years of age.

Provided, however, that this provision shall not apply to any member who joined the union prior to its amalgamation. Deleted 28.6.83

21.1.1 Scale of funeral allowances:-

On the death of a financial member who has been a member of the union for twelve (12) months, the funeral allowance shall be ~~six~~ dollars (\$6.00), and shall increase at the rate of ~~six~~ dollars (\$6.00) per annum, the maximum to be one hundred and twenty dollars (\$120).

-27-

22. SALARIES OF OFFICERS:

22.1 The State Management Committee shall from time to time set down a scale of payments for Sub-Branch Secretaries, Sub-Branch Presidents, Vice-Presidents, Delegates, Money Stewards, Sick Stewards, Sub-Branch Committees, Returning Officers and Deputy Returning Officers, and Scrutineers, and notify sub-branches of same.

23. OFFICERS' HOLIDAYS:

23.1 All full-time officers of this union shall be allowed four weeks' holiday each year on full pay. Such holidays shall be taken in each year, and are not to be allowed to accumulate. The committee controlling the officers shall decide when each officer's holidays shall be taken.

24. CONTINGENT FUND:

24.1 Banked by State Management Committee:

RULE NO. 24

18-4-88

DONATIONS

24.1

Payments may be made for the purpose of relieving cases of distress amongst members that are recommended by the Sub-Branches to and approved of, by the State Management Committee. It may be used for such payments assisting our own or any other trade.

24.2

All applications for donations to members shall be on a schedule provided by the union and no donation shall be made unless such schedule is filled in by the Sub-Branch Secretary and approved by the State Management Committee.

24.3

Requests for donations for purpose other than the relief of members shall be forwarded to the State Management Committee and shall contain full particulars of the purpose of the proposed donation.

24.4

No member who has been less than three (3) months in the union shall be eligible for assistance, and in no case shall payment of benefit be made to a member who is otherwise dis-entitled.

be used for the payment of benefit to which a member is otherwise dis-entitled.

25. APPRENTICES:

25.1 An apprentice making application to join the union shall pay the current entrance fee only. No further fees shall be paid until completion of the apprenticeship. Thereinafter he shall be transferred to full membership and payment of union dues, levies etc. shall commence.

-27-

22. SALARIES OF OFFICERS:

22.1 The State Management Committee shall from time to time set down a scale of payments for Sub-Branch Secretaries, Sub-Branch Presidents, Vice-Presidents, Delegates, Money Stewards, Sick Stewards, Sub-Branch Committees, Returning Officers and Deputy Returning Officers, and Scrutineers, and notify sub-branches of same.

23. OFFICERS' HOLIDAYS:

23.1 All full-time officers of this union shall be allowed four weeks' holiday each year on full pay. Such holidays shall be taken in each year, and are not to be allowed to accumulate. The committee controlling the officers shall decide when each officer's holidays shall be taken.

24. CONTINGENT FUND:

24.1 Banked by State Management Committee:

All money collected for the Contingent Fund shall be forwarded by the Sub-Branch Secretaries to the State Management Committee each half-year, at the same time as the dues under rule 13.19 are remitted, and shall be banked by the State Management Committee in the name of the union in a separate account.

How used:

The Contingent Fund shall be used for the purpose of relieving cases of distress amongst members that are recommended by the Sub-branches to and approved of, by the State Management Committee. It may be used for assisting our own or any other trade.

Applications to State Management Committee:

All applications for donations to members shall be on a schedule provided by the union and no donation shall be made unless such schedule is filled in by the Sub-Branch Secretary and approved by the State Management Committee.

Requests for donations for purposes other than the relief of members shall be forwarded to the State Management Committee and shall contain full particulars of the purpose of the proposed donation.

Qualifications for assistance:

No member who has been less than three months in the union shall be eligible for assistance from this fund, but in no case shall this fund be used for the payment of benefit to which a member is otherwise dis-entitled.

25. APPRENTICES:

25.1 An apprentice making application to join the union shall pay the current entrance fee only. No further fees shall be paid until completion of the apprenticeship. Thereinafter he shall be transferred to full membership and payment of union dues, levies etc. shall commence.

-28-

26. ALTERATION OF RULES:

- 26.1 These rules may be altered or deleted or additions made thereto by a majority of members of the State Management Committee provided that at least 28 days notice to alter rules has been given by the State Management Executive to the State Management Committee.
- 26.1.1 Provided that the State Management Committee may alter rules of which previous notice has not been given subject to two-thirds of State Management Committee members voting in favour of the alterations.
- 26.1.2 Provided further that alterations to rules of an urgent nature may be made by a postal ballot of State Management Committee members to determine for or against the adoption of the alterations.

27. REFERENDUM:

- 27.1 Upon request of a majority of Sub-branches comprising ten per centum of the membership requesting a referendum upon any matter, the State Management Committee shall immediately take a referendum to the whole membership and should any such referendum be carried by a majority of members voting by ballot, the same shall be binding upon members of the **Union**.

28. DISSOLUTION:

- 28.1 Whenever the number of members in this union is reduced to twenty-one (21) by deaths or exclusions, a majority of the remaining members may, at a meeting assembled at the Registered Office, finally dissolve the union subject to discharging all debts and liabilities legally incurred in the union's name and shall pay any balance to the Building Workers' Industrial Union of Australia.

29. STANDING ORDERS AND RULES OF DEBATE:29.1 Call to speak:

The first speaker who attracts the attention of the President shall have precedence in speaking.

- 29.2 Members addressing the meeting shall direct their speech to the Presiding Officer, and remain standing while so doing.

29.3 Motions:

No discussion shall take place on any motion unless such motion is duly proposed and seconded. Any number of amendments may be proposed.

29.4 Amendment:

When a motion shall have been duly proposed and seconded, the President shall proceed at once to take the votes thereon; unless some member rises to oppose it or to propose an amendment; but no amendment shall be in order unless notice be given to move the same before the proposer of the resolution has replied.

- 29.5 No more than two members shall speak against any question before the meeting, and, if at the **conclusion** of the second speaker's remarks, no member rises to speak on the other side, the motion or amendment shall be put at once to the meeting.

-29-

29.6 Question be now put:

It shall be competent at any time during a debate for a member who has not already spoken to the question before the chair to move, without discussion, That the question be now put, which on being duly seconded and carried, shall necessitate the submission of the motion at once to the meeting after the mover has replied.

29.7 Speak only once:

Except in explanation, no member, other than the mover, shall speak more than once on the same motion.

29.8 Time limit:

No member shall be allowed more than ten minutes to speak on a motion unless with the concurrence of the meeting.

29.9 Reply:

The mover only shall have the privilege of reply, after which the motion shall be forthwith put to the meeting.

29.10 Questions of order shall be decided by the Chairman, whose ruling shall be final, unless it is challenged by a formal motion for that purpose.

29.11 President's right to speak:

The President or Chairman for the time being may speak only on questions in which the interests of the office he represents are directly involved. In the event of the President or Chairman desiring to speak on any question, he shall vacate the chair.

29.12 Limit to debate:

Should any question have occupied the attention of the meeting for thirty (30) minutes, the discussion on such question shall be deemed to have closed, and the President shall forthwith call on the mover to reply, unless the meeting decided by resolution (carried by a majority of the members present) to continue the discussion of the matter in question.

29.13 Notice of motion:

At any meeting of the Sub-branch any member may give notice of motion for a future meeting by (1) reading such notice to the meeting or (2) handing a copy thereof to the President. Such notice of motion shall take precedence in the order in which it stands in the minute book, in relation to other similar notices, unless otherwise ordered by the Sub-branch, and shall lapse if the member, or some member on his behalf, be not present when the order of the day for such notice is read.

29.13.1 Motion to adjourn:

No motion for the adjournment of the meeting shall be received while there is business before the President.

29.14 Moving dissent from Chairman's ruling:

Any member dissatisfied with the ruling of the Chairman may move a motion of dissent as follows, "That the Chairman's ruling be dissented from."

29.14.1 How put:

The motion shall then be put to the meeting by the Vice-Chairman, without discussion, in the following manner:-

29.14.2 That the question is, "That the Chairman's ruling be upheld."
Those in favour of upholding the Chairman's ruling say, "Aye."
Those against the Chairman's ruling being upheld say, "No".

29.14.3 The mover only shall speak to the motion, except the Chairman, who may explain his reasons for the ruling given.

29.14.4 The Vice-Chairman shall not give a ruling on the question involved in the Chairman's ruling.

29.14.5 The Vice-Chairman's ruling shall only be dissented from a direct appeal to the meeting, the question being put by the Vice-Chairman without discussion.

AMALGAMATED SOCIETY OF CARPENTERS, JOINERS, BRICKLAYERS AND PLASTERERS OF AUSTRALASIA UNION OF EMPLOYEES - QUEENSLAND

R U L E S

1. NAME AND CONSTITUTION

1.1 The name shall be the Amalgamated Society of Carpenters, Joiners, Bricklayers and Plasterers of Australasia, Union of Employees, Queensland

1.2 The Union shall consist of an unlimited number of persons, whether male or female, employed or usually employed as carpenters or joiners, including ship carpenters or joiners, or as stonemasons, marble masons, polishers, machinists, sawyers and all other persons engaged in the dressing and preparation and/or erection of stone, marble or slate also those engaged in the preparation and/or erection of terrazzo or similar compositions; also those employed in or usually employed in the following callings:- Bricklaying, tuckpointing, coke slab wall erection, gas retort repairers, fire clay block layers, floor tilers, roof tilers,

Nothing in these rules shall make eligible for membership any employee employed in connection with the conduct of Hamilton Island and Dent Island as pt of the Island Tourist Resort Industry other than employees of contracts and/or subcontractors employed on the mainland and performing work on Hamilton Island and Dent Island from time to time." majolica fixers, earthenware cutters of brickwork for doorways, ar; tilers; floor specialists; s, whether employees in the officers of the Association and admitted as members hereof.

1.2 A 8/10/93

1.3 The seal of the Union shall be oval in shape inscribed in the outer edge the words "Amalgamated Society of Carpenters, Joiners, Bricklayers and Plasterers of Australasia Union of Employees" and it shall have on the inner space the words "Queensland State Management Committee".

2. OBJECTS

2.1 To uphold the right of combination of labour, and to improve, protect, and foster the best interests of the union and its members, and to assist them to obtain their rights under industrial and social legislation.

2.2 To regulate the conditions under which all members of the union may be employed.

2.3 To affiliate to, federate with, amalgamate with, or otherwise combine with any trade or industrial union, or association, or associations of trade unions, or any other organisation having objects similar in whole or in part to the objects of this union.

2.4 To establish a fund for the assistance and support of trade unionists and to carry out the foregoing objects. of the union (18-4-88)

2.5 ~~To establish a funeral and other benefit funds.~~

RULE NO. 3.5

To pay funeral and other benefits to members in distres

2.6 To establish sub-branches or sections of the union throughout the State.

2.7 To further any scheme that has for its objects the establishment of labour research and information, the establishment and maintenance of labour and trade union newspapers and wireless broadcasting stations, and to invest in shares in such newspapers and radio stations.

-2-

- 2.8 To constitute, conduct, carry on and manage clubs in the interests of members.
- 2.9 To pay affiliation fees to and assist financially or otherwise any bona fide Labour or trade union organisation or association.
- 2.10 To establish and manage a union journal.
- 2.11 To hold, purchase, lease, sell, mortgage or otherwise deal in property.
- 2.12 To enter into contracts and agreements for the purpose of furthering directly or indirectly any one or more of these objects.
- 2.13 To raise money by levies and/or other means for the purpose of carrying on the objects of the union; such levy to be no more than \$5 in any one half year with the amount of same to be determined by the State Management Committee.
- 2.14 To render legal and other assistance to members for the recovery of wages or compensation for injuries, to protect the interests of the trade in all its Branches, and to assist other trades by any legal method.
- 2.15 To obtain such other objects as may from time to time be determined in accordance with these rules.
- 2.16 To organise the education of members.

The entrance fee shall be any sum, as the State Management Committee may decide, but not more than three (3) months dues contributions.

8-10-90

3. ENTRANCE FEE

- 3.1 The Entrance Fee shall be \$10 or any other sum, as the State Management Committee may decide, but not more than \$30.

8-10-90

4. APPLICATION FOR MEMBERSHIP

- 4.1 Application for membership shall be on the form provided, signed by the applicant and two financial members, who shall first satisfy themselves that the applicant is a fit and proper person to enter the union.
- 4.2 All applicants for membership in the union if residing within a five kilometre radius of the Sub-branch where they apply, must, unless a satisfactory reason is given, attend the meeting at which their application is considered.
- 4.3 All applications for membership shall be lodged together with the amount of Entrance Fee with the Sub-Branch Secretary, or such other person authorised by the State Management Committee. Applications for membership shall be dealt with by the Sub-branch or the State Management Committee, who shall, if satisfied that the applicant qualifies in terms of the rules, admit him to membership of the Sub-branch as from the date of the receipt of his application form by the Sub-branch Secretary, or other duly authorised person.
- 4.4 A new member shall pay on application for membership, or before the expiration of one month from the date the application is received by the Sub-branch Secretary or authorised person, the required Entrance Fee, and one year's contribution.
- 4.5 Applicants for membership shall be of good character and shall, when admitted to membership, enjoy all advantages of membership so long as they comply with the registered rules of the union.

-3-

- 4.6 Any applicant who is a fully-paid up member of another union, and who had previously been transferred from this union to another union, may be re-admitted on clearance without entrance fee. Any member entering this union on clearance from another union, shall qualify for benefits according to rules.
- 4.7 Applicants shall, if possible, attend the next meeting of the Sub-branch to which he makes application. Failure to attend shall not necessarily exempt the candidate from election to membership.
- 4.8 Applicants for admission to the union and members entering the union on clearance, shall join the Sub-branch nearest to which they reside.
- 4.9 All members shall be supplied with a copy of the rules free of charge.

5. CONTRIBUTIONS

- 5.1 The payment of membership contribution shall not exceed one percentum (1%) of the National Building Trades Construction Award rate for a carpenter multiplied by twenty-six (26). RULE NO. 5.1 18-4-88
- 5.1.1 The rate of contributions shall be determined by the State Executive on June 30 and December 31 of each year and shall apply for the following half-yearly period commencing 1st April and the 1st October respectively and shall be payable in advance.
- 5.1.2 ~~Notwithstanding the provisions of Rule 5.1 the State Management Committee, where it can be proved that circumstances warrant it, shall be empowered to determine a special rate of contribution for half yearly membership, provided that such contribution as determined shall not exceed the provisions of Rule 5.1.~~ RESCINDED 18-4-88
- 5.1.3 25¢ of each half-yearly contribution or such amount as may be determined by the State Management Committee, shall be used to produce union publications, including "Building Worker" and to distribute same to financial members.
- 5.1.4 ~~10¢ of each half-yearly contribution shall be retained by a Sub-Branch as a benefit fund which shall be governed by uniform rates drawn up by the State Management Committee.~~ RESCINDED 18-4-88
- 5.1.5 ~~10¢ of each half-yearly contribution shall be paid into the Contingent Fund and be forwarded to and used by the State Management Committee in the manner laid down in Rule 24.~~ RESCINDED 18-4-88
- 5.1.6 ~~Each of the above Funds shall be audited and a copy of the statement of half-yearly receipts and expenditure shall be forwarded to State Office.~~
- 5.2 Exemption from contributions:
- Sub-branch committees may grant exemption from contributions to members who have been unemployed for more than eighteen weeks during any half year. Application for exemption must be made in writing with proof of unemployment being submitted.

5.3 Aged and Infirm members:

All members over 65 years of age who have had 25 years' continuous membership in the union, who through physical infirmities, are unable to work continuously at the trade, may retain membership by paying one payment only of \$5 in advance, for which they shall be entitled to receive funeral benefit only, provided that this does not apply to members who are over 50 years of age when joining the union. Members wishing to be placed under this rule shall make application to the Sub-branch Secretary.

5.4 When unfinancial:

Any member who fails to pay the half-yearly contributions in advance on or before the half years ending March 31 and September 30 for the ensuing six months shall be deemed unfinancial.

Notwithstanding the foregoing, any member, financial at the time of commencement of pay roll deduction, or who subsequently pays all outstanding dues, shall be deemed to be a financial member while such deductions are continued.

5.5 Entrance between half-yearly meeting nights:

An applicant joining the union during the currency of any half-year shall be credited in the subsequent half-year for such period of the half-year as had elapsed before his joining. Such credit shall be calculated on a monthly basis.

5.6 Recovery of arrears:

If any member allows his arrears to amount to two half-years' contributions, due notice shall be sent to his last known address, and the State Management Committee shall take the necessary steps for the recovery of such arrears by legal process.

6. RESIGNATION OF MEMBERS

6.1 A member may resign membership of the union by notice in writing if he ceases to be employed in the industry in connection with which the union is registered, or, the notice is given not less than three months before the resignation is to take effect and the payment of dues to the date of the resignation is to take effect.

6.1.1 Notice of resignation shall be addressed to the State Secretary or such other officer as may be provided for in the union rules and delivered to that officer personally or at the union office or such other office as is provided for in union rules or by post to such offices.

6.1.2 The notice of resignation that has been received by the union shall not be invalidated by reasons of the fact that it has not been addressed and delivered in accordance with Clause 6.1.1 of this rule.

6.1.3 A resignation of membership of the union is valid notwithstanding that it is not effected in accordance with this rule if a member is informed in writing by or on behalf of the union that the resignation has been accepted.

6.1.4 Notice of resignation shall be dealt with at the Sub-branch meeting following receipt of the notice by the Secretary.

-5-

7. FUNDS AND THE PROPERTY OF THE MEMBERS GENERALLY.

- 7.1 All moneys subscribed by the member shall be the property of the union and not of the Sub-branches to which the members respectively belong, and shall be held for and devoted to the payment of benefits specified in these rules, and carrying out the objects of the union.

8. REMOVAL OF OFFICERS

- 8.1 Any officer being charged with, in accordance with the rules of the union mis-appropriation of funds of the union or a substantial breach of the rules of the union or gross misbehaviour or gross neglect of duty or has ceased, according to the rules of the union, to be eligible to hold office, may be suspended immediately by decision of the State Management Committee.
- 8.1.1 Any officer so charged shall have the right of appeal to the membership against such suspension, provided that any such appeal must be lodged with the Secretary of the Sub-branch to which the member belongs within fourteen days.
- 8.1.2 Within two (2) months of the receipt of such an appeal the ballot shall have been conducted, in which there shall be sent to all members entitled to vote a statement not exceeding 600 words by the person proposing removal, and a statement not exceeding 600 words by the officer proposed to be removed. The decision of any such ballot shall be final.
- 8.1.3 Should there be no appeal within the prescribed time, and/or the officer's appeal be rejected, the State Management Committee shall have power to dismiss the officer concerned: and, in the event of any officer being removed from office, an election must be held within one month of such removal from office in accordance with Rule 18.

8.1 All moneys of the union in Queensland shall be banked by the State and Sub-Branch officers in a registered banking institution or other such financial institution as the State Management Committee may decide.

5.1.9d

9. BANKING AND EXPENDITURE OF FUNDS

- 9.1 All moneys of the union in Queensland shall be banked by Sub-branch officers in the Commonwealth Bank of Australia or any other bank as the State Management Committee may decide.
- 9.2 All expenditure from the funds shall be in accordance with the rules of the union and no expenditure shall be permitted for any purpose contrary to the objects of the union.

10. AUDIT OF ACCOUNTS

- 10.1 The State Management Committee shall appoint annually a competent person as its auditor who shall have full and complete access to all the books and documents of the branch. Such person shall audit annually the accounts of the branch. The accounts of Sub-branches shall be audited half-yearly in the manner provided in Rule 16.14.
- 10.1.1 A competent person, within the meaning of this rule, shall be a person, other than a member of the organisation, who is registered under a law of a state or territory of the Commonwealth providing for the registration of public accountants or a person who is licensed or registered as an auditor under the law of a state or territory of the Commonwealth relating to companies.

-6-

11. REGISTERED OFFICE AND PLACE OF MEETING

- 11.1 The registered office of the union in Q
Construction House, 130 Petrie Terrace,
communications and notices shall be add

RULE NO. 11.1

18-4-88

The registered office of the union in Queensland shall be at Union House, 366 Upper Roma Street, Brisbane, to which all communications and notices shall be addressed

- 11.1.2 This shall be the place of meeting for the purposes of conducting the business of the branch except where the State Management Committee directs otherwise.

12. REGISTER OF MEMBERS

- 12.1 A register of members in the state shall be kept in the registered office.
- 12.2 A member of the union may at all reasonable times inspect the books, membership records, documents and other property of the union.

13. STATE MANAGEMENT COMMITTEE

- 13.1 For the purpose of controlling the affairs of the union in Queensland, a committee shall be elected to be known as the State Management Committee. They shall exercise full control over Sub-branches in the State. They shall from time to time fix the salaries of all officers under their control.

13.2 Composition of State Management Committee:

The State Management Committee shall consist of fourteen (14) members, including the State Secretary and the State Assistant Secretary, all of whom shall be elected in 1983 in accordance with the provisions of Rule 18.

- 13.2.1 As from the first election for officers of the union held in 1983, provision is made that not less than two (2) of the fourteen (14) elected members of the State Management Committee shall be plasterers.

- 13.2.2 This shall not preclude all of the above positions being filled by ballot where no plasterers' nominations for those positions are received by the Returning Officer.

- 13.2.3 Provided that during the period until the first election for officers of the union is held in 1983, the State Management Committee shall be sixteen (16) members comprising the existing fourteen (14) members of the former Amalgamated Society of Carpenters and Joiners and Bricklayers of Australasia, Union of Employees, Queensland Branch, and the Secretary/Treasurer and one executive member of the former Queensland Plasterers' Union of Employees.

Deleted 8-10-90

- 13.2.4 Any eight (8) members of the State Management Committee shall constitute a quorum.

- 13.2.5 The State Management Committee shall elect from its members a State President and a State Vice President; any nominee for these positions must have had one years financial membership.

- 13.2.6 A full time official of the union shall not be eligible to stand either for the position of State President or State Vice President.

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-7-

13.3 State Management Committee - Meeting Place:

RULE NO. 13.3

18-4-88

The ~~State Management Committee~~ shall meet
130 Petrie Terrace, Brisbane or such other
the purpose of controlling the business

State Management Committee - Meeting Place:

The State Management Committee shall meet at Union House, 366
Upper Roma Street, Brisbane, or such other place as may be decided
for the purpose of controlling the business of the union.

13.4 Duties of the State President:

13.4.1 The State President shall preside at all meetings of the State Management Committee, State Delegate or Special Convention and at meetings convened by the State Convention or the State Management Committee. He shall have a deliberative vote only. The State Vice-President shall take the chair in the absence of the State President.

13.4.2 He shall carry out such duties as may be assigned to him from time to time by the State Management Committee and by the State Secretary acting on their behalf.

13.4.3 He shall conduct the business in accordance with the standing orders and rules of debate.

13.4.4 ~~He shall, upon the minutes being confirmed in the presence of the meeting, and he shall have the power to~~
endorse or reject all accounts submitted

RULE NO. 13.4.4

18-4-88

He shall, upon the minutes being confirmed sign the minute book in the presence of the meeting, and he shall have the power to endorse or reject all payments submitted for ratification.

13.5 State Management Committee and Executive:

The State Management Committee shall meet not less than three times each year: Provided that a special meeting of the State Management Committee may be called on a written requisition addressed to the State Secretary signed by five members of the State Management Committee.

13.5.1 The State Management Committee shall elect from its members an executive of not less than six members including the State Secretary and State Assistant Secretary to control the affairs of the union in Queensland between meetings of the State Management Committee. Such executive shall

be sub-
minute:
member
execut

RULE NO. 13.5.2

(18-4-88)

+ 13.5.2 (18-

13.6 Delega

All accounts paid by the union shall be submitted to the Executive of the State Management Committee for ratification.

No sub-branch shall have the power to delegate any member on union business for any period above one week in any half-year without first obtaining the approval of the State Committee. Any infringement of this rule by any member or sub-branch shall be deemed misconduct, and members or sub-branches infringing this rule may be fined by the State Management Committee any sum not exceeding \$20. This rule shall not affect the rule allowing 10 percent of the sub-branch income to be used for local organising.

13.7 Interpretation of rules:

The State Management Committee shall interpret all rules requiring interpretation.

13.8 Legal Proceedings:

The trustees of the union after being authorised by the State Management Committee shall be empowered to take legal proceedings for recovery of arrears of contributions and fines, breaches of awards and recovery of accident compensation.

- 13.8.1 The State Management Committee may from time to time place the collection of arrears of contributions owing by members in the hands of a solicitor or agent for collection.
- 13.9 Control and suspension of members:
- The State Management Committee shall exercise general control over the members and shall have, subject to rules, power to fine, expel or suspend from benefit any member found guilty of wilfully acting contrary to the policy of the union.
- 13.9.1 Where such fine, expulsion or suspension is imposed, the State Management Committee shall immediately notify the sub-branch to which the member belongs, of its decision.
- 13.9.2 A fine imposed under this rule shall not exceed \$10, nor shall any suspension from benefit exceed a period of three years.
- 13.10 Transfer of members:
- The State Management Committee shall have the power, at the request of a member, to order the transfer of any member from any sub-branch to any other sub-branch in Queensland, when, in the opinion of the State Management Committee such transfer is necessary to enable the member concerned to participate properly in the affairs of the Union.
- 13.11 The State Management Committee shall have the power to grant donations ~~from the Contingent Fund~~ when application has been made in accordance with the provisions of rule 24.
- 13.12 Aggregate meetings:
- Whenever it may be deemed necessary by the State Management Committee, or on the urgent representation of a majority of the sub-branches in the State, aggregate meetings shall be called by advertisement to decide such questions as the State Management Committee may decide or the sub-branches may require to be decided.
- 13.13 The State Management Committee shall have power to establish or disband sub-branches of fifty or more members on a locality basis and of less than fifty members on an industry basis if, in the opinion of the State Management Committee the members' industrial interests warrant the formation or disbandment of a sub-branch.
- 13.14 Delegates' meeting:
- Whenever it is necessary to obtain the opinion of members in any district with five hundred (500) members and upwards, it may be done by special summoned meetings of the sub-branches in such district, when delegates shall be elected from each sub-branch in proportion to the sub-branch membership in accordance with the following scale: Under 100 members, one delegate; 100 and under 250 members, two delegates; 250 and upwards, three delegates: who shall be paid according to rule 22.
- 13.15 Delegate convention:
- The State Management Committee shall convene at regular intervals not more than each two years (but at earlier intervals should it be deemed necessary) a state delegate convention consisting of delegates elected from sub-branches and jobs throughout the State and also comprised of members of the State Management Committee and full-time officials of the union.
- 13.15.1 The method of financing such convention and the number of delegates that sub-branches and jobs may elect to attend such convention, shall be determined by the State Management Committee from time to time.

-9-

- 13.15.2 A member nominating as a delegate to the State Delegate Convention must be financial at the time nominations are called.
- 13.15.3 Items for the agenda of the State Delegate Convention shall be called for at least three months before Convention assemblies, and be in the hands of delegates to Convention at least seven days before Convention commences.
- 13.15.4 The State Delegate Convention may recommend to the State Management Committee proposals for rule and policy changes.
- 13.16 Special Auditors:
The State Management Committee may at any time appoint two auditors to audit the books of any sub-branch or direct that the books be forwarded to the State Office for audit.
- 13.17 The State Management Committee shall be in control of all organisers and shall determine the number required in accordance with rule 19 and may, if funds are sufficient, appoint additional organisers.
- 13.18 In districts where an Organiser-Secretary has been appointed or elected, he shall be under the control of the sub-branch he visits for organising purposes only for the period allotted by this district committee.
- 13.19 State Management Committee Finance and Contingent Fund: 18-4-88
The State Management Committee shall have control of the property in their State and, in addition to the provision of rule 7, shall draw from each sub-branch, job stewards and organisers, the total contributions, entrance fees and fines collected.
- 13.19.1 Each sub-branch shall retain in a sub-branch bank account a sum determined by the State Management Committee from which it shall pay all accounts covered by these rules and the State Management Committee shall reimburse this sub-branch account as required by the sub-branch to restore the account to the original sum.
- 13.19.2 The State Management Committee may disperse 18-4-88
out in the objects of the union, and such
time to time in such manner as may be det
Committee. No donation exceeding \$200 sh
Contingent Fund without the sanction of a
in Queensland.
RULE 13.19.2
The State Management Committee may disperse moneys for the purposes set out in the objects of the union, and such funds may be invested from time to time in such manner as may be determined by the State Management Committee. The State Management Committee may delegate authority to the State Secretary to authorise payments for in his absence the Acting State Secretary. No donation exceeding \$200 shall be made without the approval of the State Management Committee.
- 13.20 Affiliation:
The State Management Committee shall have the power to affiliate with any industrial, educational or political organisations within the State over which they have jurisdiction, provided such affiliation is sanctioned by a majority of the members voting. Such affiliation shall not interfere with the personal rights of the member's political code.
- 13.21 District committees may be formed and shall have local autonomy in such matters as the full State Committee may determine.
- 13.22 Delegating powers:
In the event of a dispute arising, no official of this union shall interview the management with whom our union is in dispute on any contract unless accompanied by at least one member actively concerned in the dispute.

-10-

13.23 Trustees:

The State Management Committee shall elect from among their members three trustees, any two with the State Secretary, or in the latter's absence, the State Assistant Secretary to operate.

13.23.1 The property and finances of the Union shall be vested in the names of the three trustees.

13.23.2 The funds of the Union shall be banked in the manner prescribed in rule 9.

13.23.3 On a written authority, signed by the State President and the State Secretary, any two of the three Trustees shall sign cheques for such sums as may be voted by the State Management Committee or the State Management Committee Executive, in accordance with these rules. Such cheques shall be countersigned by the State Secretary.

13.23.4 The trustees shall have all powers and immunities conferred on such trustees by Statute.

13.24 Returning Officer and Scrutineers:

The State Management Committee shall appoint a returning officer and two scrutineers who shall not hold any office in, and not be an employee of, the organisation, sub-branch, section or division of the organisation, to conduct all required ballots, including the quadrennial ballot; that, after applications for the position have been called through all sub-branches of the union. The appointment shall be made by a majority vote of members of the State Management Committee at its last meeting prior to the quadrennial ballot.

13.24.1 Returning Officers may at any time in writing resign their position and shall resign if they desire to become a candidate at any elections held under the rules of the union.

13.24.2 Any casual vacancy of Returning Officer shall be filled by the State Management Committee. Nomination for the position shall be called for by the State Management Committee, by notification in the union journal or the daily newspaper circulating in the capital city and in each sub-branch or district area at least twenty-eight (28) days before the closing of nominations.

13.25 Election of delegates:

The State Management Committee shall also elect delegates to the Australian Council of Trade Union's Congress, the Trades and Labor Council, the Queensland Building Trades Group and other such bodies.

13.26 Elections by State Management Committee:

In any election by the State Management Committee the following procedure shall be observed:

13.26.1 If all State Management Committee members are in attendance at the State Management Committee meeting at which the election is to be held, viz. in the case of the State Vice-President and the Trustees during the month of January following the quadrennial elections, and in the case of other positions as may be determined by the State Management Committee, nominations shall be called and a ballot shall be held.

-11-

- 13.26.2 A member of the State Management Committee unable to attend the meeting of the State Management Committee at which an election was to have been held and who desires to nominate himself or some other qualified person for a position may do so by written notification to the State President. Such notification shall be sent to the State President not later than the time fixed for the commencement of the meeting.
- 13.26.3 The Returning Officer shall examine all nominations to ensure that they are in order and if any nominations are found to be defective the Returning Officer, before rejecting the nomination, shall notify the person concerned of the defect and where practicable to do so give him the opportunity of remedying the defect within a reasonable period.
- 13.26.4 The Returning Officer shall obtain sufficient ballot papers and envelopes for the election. He shall have a booth arranged so constructed as to enable the voter to mark his ballot paper without the names for which such delegate voted being seen.
- 13.26.5 The Returning Officer shall initial all ballot papers which shall not bear any other distinguishing mark. He shall provide for the voters identical means of marking the ballot papers. He shall issue to each voter a ballot paper and an envelope. The voter, after marking the ballot paper, shall place same in the ballot box provided by the Returning Officer for such purpose. Such ballot box may be inspected and/or sealed by any members of the State Management Committee or candidate.
- 13.26.6 Voting shall close one hour after the commencement of the meeting or at such times as all State Management Committee members have voted.
- 13.26.7 The Returning Officer shall thereupon open the ballot box and in the presence of the State Management Committee members who desire to be present, proceed to count the ballot. The candidate or candidates up to the number required receiving the highest number of votes shall be declared elected.
- 13.26.8 In the case of an equality of votes for any two or more candidates, the Returning Officer shall determine by casting his vote which of the candidates is elected.
- 13.26.9 The Returning Officer shall notify the State Management Committee of the result of the ballot and the State Management Committee shall publish same in the State Management Committee minutes.
- 13.26.10 Should a vacancy occur in any of the above positions, the State Management Committee may fill the position within one month but if the term remaining is more than twelve (12) months, and the State Management Committee desires to fill the position, an election shall be held to fill the vacancy. In any such election, provisions of this rule shall apply with any necessary modifications.
- 13.26.11 Where the State Executive decides not to convene a meeting for the purposes of filling a casual vacancy, a postal ballot of all members of the State Management Committee shall be held.
- 13.26.12 In such election the Returning Officer shall immediately post to each State Management Committee member a properly initialled ballot paper on which no other distinguishing mark appears together with a business reply or stamped envelope for the return of same to the Post Office box marked on the envelope.

-12-

- 13.26.13 On the morning of the eighth day following the dispatch of the ballot papers by the Returning Office, the Returning Officer and the scrutineers appointed by the State Management Committee shall collect the ballot papers from the Post Office box and then proceed to the union office where they shall count the ballot. The candidate or candidates up to the number required receiving the highest number of votes shall be declared elected.
- 13.26.14 The Returning Officer shall notify the State Management Committee of the result of the ballot and the State Management Committee shall publish same in the State Management Committee minutes.
- 13.26.15 The State Management Committee shall appoint one of its members who is not a candidate as scrutineer and any candidate may appoint any member of the Union to act as scrutineer on his behalf. Any scrutineer shall be entitled to be present at and to observe all stages of the ballot.
- 13.26.16 Any accidental or unavoidable omission or error in the carrying out or observance of this rule shall not invalidate the election if such omission or error appears not to have affected the result of an election.
- 13.26.17 In any election the Returning Officer and scrutineers shall conduct themselves in a sober, proper and impartial manner and do all things necessary to preserve the secrecy of the ballot.
- 13.26.18 Scrutineers shall, as far as practicable, be present at all stages of the ballot.
- 13.26.19 They shall obey any directions given to them by the Returning Officer.
- 13.26.20 If any scrutineers or scrutineer are not present at any stage or stages of the ballot the Returning Officer may proceed nonetheless.

14. DUTIES OF STATE SECRETARY

- 14.1 The State Secretary shall be under the control of the State Management Committee and shall devote the whole of his time to the service of the union.

RULE NO. 14.1

The State Secretary shall be under the control of the State Management Committee and may be authorised by the State Management Committee to incur expenditure on behalf of the Union. Provided that the State Management Committee may withdraw such authorisation at any time or for any period it sees fit.

All expenditure incurred by this authorisation shall be placed before the State Management Committee for consideration and ratification.

- 14.1.1 The State Secretary shall be the registered State officer to sue or be sued on behalf of the union in the State in regard to any legal matter within the State in which the State Management Committee has jurisdiction.
- 14.1.2 The State Secretary shall keep a correct record of the members in the State and shall, when instructed by the State Management Committee sue for the recovery of arrears of contributions or other monies due to the union by the members in the State.
- 14.1.3 The State Secretary shall keep or cause to be kept proper books of accounts showing the receipts and expenditure of the union, and separate accounts of receipts from all sub-branches, and also correct records of all monies received or paid on account of any particular fund, and separate accounts of all management expenses and of all contributions on account thereof, as required by the Industrial Conciliation and Arbitration Act 1961-1980 and amendments thereof.
- 14.1.4 The State Secretary shall endorse all vouchers for payment certifying to their correctness, and shall prepare a balance sheet in accordance with rule 14.1.6.

-13-

- 14.1.5 The State Secretary shall submit to each meeting of the State Management Committee an interim statement of receipts and payments made up to the end of the week preceding the meeting.
- 14.1.6 Arbitration Commission and Wages Boards: The State Secretary shall attend to all Arbitration Commission hearings, Wages Boards and the Arbitration Court, and other legal matters coming within the jurisdiction of the State Management Committee.
- 14.1.7 The State Secretary shall keep all books and documents necessary to a proper working of the office of the State Management Committee and shall prepare a half-yearly report and also a yearly balance sheet showing the income and expenditure for that term, and upon the same being audited and adopted by the State Management Committee, he shall send a copy to the sub-branches over which the State Management Committee has jurisdiction.
- 14.1.8 The State Secretary shall prepare and forward to the Industrial Registrar all returns required by law.
- 14.1.9 Neglect of duty:
Should the State Secretary fail to carry out his duties to the satisfaction of the State Management Committee he may be dealt with by such committee in the manner prescribed in rule 8.
- 14.1.10 Resignation or removal:
In the event of the State Secretary desiring to resign, he shall give at least one month's notice or be fined ten dollars (\$10). Upon resigning or being removed from office, according to rule 8 he shall, within seven (7) days, deliver up to whatever person the State Management Committee may appoint, all books, documents and other property of the union then in his possession. Before the books are handed over to his successor in office they shall be audited.
15. DUTIES OF ASSISTANT SECRETARY
- 15.1 The Assistant State Secretary shall work under the direction of the State Management Committee and the State Secretary. He shall assist the State Secretary in the carrying out of the duties set out in rule 14 and shall act as the Acting State Secretary in the absence of the State Secretary. He shall be subject to rules 14.1.8 and 14.1.9.
- 15.1.1 The State Secretary or the Assistant State Secretary shall act as the Secretary of the Brisbane Sub-Branch.
16. POWERS AND DUTIES OF SUB-BRANCHES
- 16.1 For the convenience of members, sub-branches may be opened in any town in the State. No sub-branch shall be opened without the consent of the State Management Committee. Each sub-branch shall have power to elect its own officers and with the consent of the State Management Committee generally control its own business.
- 16.2 When disbanded:
In no case shall any sub-branch close or disband without the authority of the State Management Committee in which case all cash or other property shall be handed over to the State Management Committee.

-14-

16.3 Visiting members:

Members of any sub-branch may visit any other sub-branch on production of their financial card and with the permission of the sub-branch may speak on any question before the sub-branch but shall not vote.

16.4 Clearances:

Any member entering a sub-branch by clearance shall not have a vote in that sub-branch until his clearance has been accepted by such sub-branch.

16.5 Sub-branches shall accept a transfer for any member, and issue a transfer for any member who applies for same, subject to the provisions of rule 16.29 and all arrears of contributions shown on the clearance card sent from a sub-branch in one State to a sub-branch in another State shall be collected and retained by the sub-branch to which the members have been transferred.

16.6 Each sub-branch may obtain a room and a safe and/or steel cabinet and office equipment for the safe keeping of union property provided the State Management Committee is advised of the cost of such facilities and has approved whatever payment is necessary to secure such facilities.

16.7 Interpretation of rules:

Should any rules require interpretation, or be not clearly defined, they shall be sent to the State Management Committee for their decision. All such decisions shall be inserted in the minute book of the sub-branch.

16.8 Resolutions to State Management Committee:

Resolutions to the State Management Committee shall be submitted in writing to the Sub-Branch President, and the numbers of votes for and against such resolution, shall be stated when the resolutions are sent to the State Management Committee.

16.9 Correspondence confidential:

All communications or copies of correspondence from the State Management Committee shall remain the property of the union and information relating to the same shall not be divulged to any outside body or bodies without first obtaining the sanction of the State Management Committee.

16.10 Sub-branches allowed:

In all cities and towns there shall be only one sub-branch and no other sub-branch shall operate within a radius of eight kilometres of the meeting place of such sub-branch except with the consent of the State Management Committee.

16.11 Sub-branch officers:

Sub-branches shall elect the Sub-Branch Committee. The Sub-Branch Committee shall consist of President, Vice-President and Secretary and six committee men, one of whom may be an apprentice. Sub-branches with more than 100 members may also elect a money steward and door keeper. The Sub-Branch Secretary may appoint sick stewards as they are required.

16.12 Any member neglecting the duties for which he is elected shall, unless a satisfactory apology is furnished, be fined by his sub-branch or the State Management Committee any amount not exceeding ten dollars (\$10).

16.13 Meetings: When held:

Sub-branches of the union shall meet at least monthly to transact business and the time of opening and closing the sub-branch meeting shall be at the discretion of each sub-branch.

16.14 The books of each sub-branch shall be sent each half-year to the State Office for audit.

16.15 Sub-branches shall have power to strike a levy of not more than \$4 for purely local purposes, provided due notice thereof has been given to members and provided that two-thirds of the members voting shall decide in favour of the levy. Voting shall be by ballot of the members of the sub-branches concerned. In no circumstances shall any levy be imposed which would so operate as to impose a liability for levies in a sum exceeding \$4 per annum on a member.

16.16 Any member residing within a five kilometre radius of the meeting place of the sub-branch who fails to attend a summoned meeting shall be fined a sum not exceeding 30¢ unless a satisfactory excuse is tendered.

16.17 The Sub-Branch President and Secretary, on a requisition signed by ten per centum of the members of the sub-branch shall call a special meeting of the sub-branch. No business shall be transacted at such a meeting other than the business set out in the requisition or in the notice calling the meeting.

16.18 Sub-branch by-laws shall be registered under the "Industrial Conciliation and Arbitration Act 1961-1980" (and amendments thereof). The precise location of all meetings at which the business of the sub-branch shall be conducted shall be published six months in advance in the notice published half-yearly for that purpose. Copy of each such half-yearly notice shall be filed forthwith with the Industrial Registrar.

16.19 Sub-Branch President:

The Sub-Branch President shall preside at all meetings of the sub-branch and sub-branch committee, and shall conduct business according to the rules laid down for his guidance. If he is not present at the time of opening the meeting the Vice-President shall take the chair. Should the Vice-President be absent, the members shall elect a chairman pro tem. He shall not enter debate on any question, but shall endeavour to bring the business to a speedy and successful issue. He shall have a deliberate vote only.

16.19.1 Bank book: countersign orders for payments; branch resolutions:

The Sub-Branch President shall sign the sub-branch minutes of the previous meeting, after they have been confirmed by the sub-branch. He shall examine the sub-branch bank book each meeting night (when such book is not held by the bank) and report to the sub-branch the result of each banking transaction, the record to be inserted in the minute book. He shall countersign all orders for payment of money authorised by the sub-branch, and all orders for remittances to the State Management Committee when requested to do so by the State Secretary, and for capitation fees due to the State Management Committee under rule 13.19.1. He shall also cause to be recorded in the minute book the number voting for and against all suggestions for alteration of rules or resolutions intended for the State Management Committee and the numbers present when the vote is taken.

16.20 Sub-Branch Secretary:16.20.1 Correspondence; keep account of income and expenditure; clearances:

The Sub-Branch Secretary shall attend all meetings of the sub-branch or committee. He shall conduct all correspondence and take the minutes of committee meetings. He shall be responsible for the collecting of contributions, fines, and other money due to the union by members of his sub-branch.

16.20.2 The Sub-Branch Secretary shall keep a clear and correct account of all receipts and expenditure in connection with the sub-branch. He shall register carefully the name, age and residence of every member, and shall within one month, forward to the State Secretary correctly filled in registration cards for all members admitted into the sub-branch, and also transfer cards for all members leaving the sub-branch. He shall also notify the State Secretary of all resignations and deaths.

16.20.3 Balance Sheets:

The Sub-Branch Secretary shall prepare, in duplicate, a half-yearly balance sheet and report, setting out all income and expenditure incurred during the period covered by such balance sheet, one copy to be forwarded to the State Management Committee within seven days after the half-yearly meeting. He shall close his books at the end of January and July each year. Contributions for the next half year shall be due and payable at the end of March and September each year. He shall give every facility to the auditors to examine all books and papers in connection with the sub-branch. He shall read out to the sub-branch meeting a cash account. He shall be the custodian of the official stamp of the sub-branch, and be ex-officio member of all sub-committees, but shall not have a vote on any matter in which he is personally or financially interested.

16.20.4 Half-Yearly Summons:

The Sub-Branch Secretary shall supply all necessary advice to the State Office to enable it to advise the sub-branch members of the time, place and date of the half-year meeting, which shall be in March and September of each year. The State Secretary shall forthwith notify all sub-branch members thereof. He shall supply all details to the State Office to enable it to advise members in arrears. Special meetings of the sub-branch may be called as decided by the sub-branch. He shall perform all clerical and other duties appertaining to the position of the Secretary.

16.20.5 All sub-branch meetings called in accordance with this sub-clause shall be held at the place fixed by rule 16.18 for conduct of the business of the sub-branch.

16.20.6 Suspended members:

Members who owe one year's arrears of contributions shall be suspended. The State Office shall be advised regarding such members. They shall not be included in returns of membership or recognised when computing the number of members in the sub-branch.

16.20.7 Clearances and Transfers:

The Sub-Branch Secretary shall accept all clearances (that are permitted) from other unions, also transfers from other sub-branches or other States, and shall issue transfers for any members applying for same. He shall also transfer all members who do not comply with rule 16.29.2 to the sub-branches nearest to which they reside.

-17-

16.20.8 Sub-branch Secretaries obtaining the transfers of members from other States or other unions shall immediately fill in a duplicate card and forward same to the State Office.

16.20.9 Pay benefits:

The Sub-Branch Secretary shall pay all benefits according to rules 21 and 22 and he may be made to refund all expenditure that is made contrary to the provisions of these rules.

16.20.10 Resignation or removal:

In the event of resigning the Sub-Branch Secretary shall give one month's notice, or be fined \$1, except in the case of illness or removal from the town.

16.20.11 On his resignation or being removed from office, or on demand of the State Management Committee, or whomsoever they may authorise, the Sub-Branch Secretary shall, within seven days, deliver up all books, documents and property of the said sub-branch to the State Management Committee or Trustee. Before the books are handed over to his successor in office they shall be audited.

16.20.12 Neglect of duty:

Should the Sub-Branch Secretary fail to carry out any of his duties to the satisfaction of the sub-branch, the sub-branch shall, upon the matter being reported, refer it to the Sub-Branch Committee, who shall investigate it and report to a subsequent meeting, which shall have power to deal with him according to the provisions of rule 16.12.

16.21 Vice-President:

The Vice-President shall record the minutes of all sub-branch and special meetings and shall preside over meetings in the absence of the Sub-Branch President.

16.22 Doorkeeper

The doorkeeper shall attend at the opening time of each sub-branch meeting, and shall assist the Sub-Branch President in maintaining order by keeping the door closed whilst any member is addressing the meeting. he shall not admit any disorderly member into the room; neither shall he admit anyone who is not a member or who is not a candidate.

16.23 Sub-branch finances:

16.23.1 The funds of each sub-branch shall be banked as provided in the rules.

16.23.2 On a written authority signed by the Sub-Branch President and Sub-Branch Secretary any two members of the Sub-Branch Committee shall sign cheques for payment of accounts for expenditure, in conformity with the rules. Such cheques shall be countersigned by the Sub-Branch Secretary.

16.24

Sub-Branch Committee

In every sub-branch there shall be a committee elected in accordance with rule 16.11 which shall meet when required on being summoned by the Sub-Branch Secretary, three to form a quorum. The President shall have a deliberate vote only. The minutes of the proceedings shall be signed by the Chairman at the close of each meeting, and submitted to the next sub-branch meeting for confirmation or otherwise. If necessary they shall examine and determine claims for lost tools. In the event of a member being charged with acting contrary to the policy of the union the sub-branch committee shall have power to refuse payment of any benefit to such member until the charge has been investigated by the State Management Committee and its decision conveyed to the sub-branch. They shall hear and decide all cases of appeal from a member against an officer of the sub-branch. Any member of a sub-branch committee who is absent without reasonable excuse from three consecutive meetings shall be deemed to have vacated his seat, and the sub-branch shall fill the vacancy. The Committee shall meet at least once per half-year for the purpose of drawing up an agenda and making a report of the half-year's work for the half-yearly meeting of the sub-branch.

16.25

Sick stewards:

Sick stewards shall, when instructed by the sub-branch Secretary visit any member who is sick or who has met with an accident, and report to the next sub-branch meeting.

16.26

Sub-Branch Returning Officer and Scrutineers:

The Sub-Branch Committee shall appoint a Sub-Branch Returning Officer and two scrutineers who shall not hold any office in, and not be an employee of, the organisation, branch section or division of the organisation to conduct all required ballots. The appointment shall be made by a majority vote of Sub-Branch Committee members at the first meeting of the Committee immediately following the yearly Sub-Branch elections.

16.26.2

Provided that should any vacancy occur in these positions the Sub-Branch Committee shall be empowered to fill such vacancy.

16.27

Money Stewards:

The money stewards shall attend the half-yearly sub-branch meetings punctually at the time of commencing of business, and shall take money and issue receipts to members.

16.28

Election of Sub-branch officers

16.28.1

The election for Sub-branch officers shall be held in March of each year and be under the control of the Sub-Branch Returning Officer assisted by the Scrutineers.

16.28.2

The ^{Sub-Branch} Returning Officer shall call nominations for all Sub-branch positions by notification in a newspaper circulating in the Sub-branch area at least thirty-five (35) days prior to the March yearly Sub-branch meeting.

-19-

- 16.28.3 Nominations shall be in writing and be signed by two financial members. The person nominating must be a member of the Sub-branch and financial no later than fourteen (14) days prior to nominations being called.
- 16.28.4 No member shall be a candidate for two or more offices that, if elected to, he shall be unable to hold at the one time.
- 16.28.5 Nominations shall close twentyone (21) days prior to the March yearly Sub-branch meeting.
- 16.28.6 Should only sufficient nominations have been received by the Sub-Branch Returning Officer for the positions, as advertised, the Sub-Branch Returning Officer shall declare the person or persons so nominated as elected and supply forthwith a declaration of the ballot to the Sub-Branch Secretary, a copy of which shall be forwarded to the State Secretary.
- 16.28.7 Should there be more valid nominations than the number required to fill the vacancies the Sub-Branch Returning Officer shall conduct a ballot which shall be held at the March yearly meeting.
- 16.28.8 Fourteen (14) days prior to such ballot taking place the Sub-Branch Returning Officer shall publish in a newspaper circulating in the Sub-branch area a list of positions vacant, the names of persons nominating for each position/positions, the date and time of the ballot, and notifying all financial members they are eligible to vote either in person at the meeting or by application to the Sub-Branch Returning Officer for an absentee vote.
- 16.28.9 The Sub-Branch Returning Officer shall procure sufficient ballot papers to enable each member to vote should they so desire. For such purpose the Sub-Branch Secretary shall provide the Sub-Branch Returning Officer with a list of financial members eligible to vote. Each such ballot paper issued shall be signed by the Sub-Branch Returning Officer.
- 16.28.10 The Sub-Branch Returning Officer, upon receipt of an application for an absentee vote, shall forward to the applicant in a sealed envelope a signed ballot paper and a stamped envelope addressed to the Sub-Branch Returning Officer.
- 16.28.11 All completed ballot papers must be in the hands of the Sub-Branch Returning Officer by 9 p.m. on the night of the March yearly meeting when the ballot shall close.
- 16.28.12 The absentee vote envelopes shall then be opened and those votes, together with the votes cast at the meeting, be counted under the supervision of the Sub-Branch Returning Officer and Scrutineers and the result declared immediately.
- 16.28.13 The person or persons obtaining the highest number of votes shall be declared elected.
- 16.28.14 The Sub-Branch Returning Officer shall submit a report to the Sub-Branch Secretary. A copy of same to be forwarded to the State Secretary, showing the number of ballot papers printed, the absentee vote applications, the number used and the names of the candidates with the vote of each recorded.
- 16.28.15 The ballot papers used and unused and the absentee vote applications shall be held for a period of twelve (12) months before being destroyed.
- 16.28.16 The Sub-branch committee shall be empowered to fill, by appointment, any vacancy or vacancies occurring in the period of twelve (12) months following the ballot for positions.

16.29 Duties of members:

- 16.29.1 No member shall call on or write to any Sub-Branch Secretary at the works where he is employed.
- 16.29.2 Members shall belong to the Sub-branch that meets nearest to their place of residence.
- 16.29.3 Members changing their residence shall inform the Sub-Branch Secretary in writing within three months of such change of address.

16.30 Misconduct of members:

- 16.30.1 Subject to rule 8, any member knowingly violating any registered rule of the union may be fined a sum not exceeding \$4 by the Sub-branch. Should, however, the matter be referred to the State Management Committee, they shall have the power to fine the member an amount not exceeding \$10, expel him from membership or suspend him from benefit for a period of not more than six months for such an offence.
- 16.30.2 Any member acting in a disorderly manner during a meeting or acting in opposition to the ruling of the Presiding Officer, may be fined a sum not exceeding \$2 and should he persist, the Presiding Officer shall have power to call on the members to expel him from such meeting until such time as the fine is paid and an apology is tendered for such conduct.
- 16.30.3 It shall be competent for the State Management Committee to inflict a fine not exceeding \$10, suspend from benefit for a period not exceeding three years, or expel from the union a member upon satisfactory proof that such member has refused to comply with its decision.
- 16.30.4 Charges under these rules shall be made in writing within one month of the discovery of the incident to which it refers, to the Sub-Branch or State Management Committee. The member so charged shall be summoned to attend a meeting of Sub-Branch Committee or State Executive, or State Management Committee by a written notice giving the short substance of the charges and notifying the time and place of meeting. Such notice shall be sufficient if posted to his last known place of abode not less than five days, or in the case of a member whose last known place of abode is situated more than 160 kilometres from Brisbane, not less than ten days before the date of such meeting.
- 16.30.5 At the appointed time and place the charge shall be investigated either by the Sub-Branch or State Executive or State Management Committee, whether or not the member shall be in attendance. The decision of the Sub-Branch or Executive shall be binding on the member, subject to the right of appeal to the State Management Committee whose decision shall be final on all matters whether by appeal or otherwise. All meetings, in accordance with this sub-clause, shall be held at the place fixed by the Registered Rules for the conduct of the business of the Union or Sub-Branch.
- 16.30.6 A member may, if he desires, make his answer to the charges in writing.
- 16.30.7 Any member making a charge which upon investigation proves to be false or frivolous shall be dealt with by the State Management Committee provided that the maximum fine that may be imposed shall not exceed \$10.

-21-

- 16.30.8 Any member, members, or persons who by false representation or imposition, obtain possession of money, securities, books, papers or other effects of the union or having same in their possession withhold or mis-apply them shall render themselves liable to be summonsed before a Court of summary jurisdiction.
- 16.30.9 Any member or officer who is fined for any offence under these rules shall pay the fine on or before the date of the meeting of his Sub-branch immediately following the imposition of the fine. Should the fine not be paid it shall at once be added to the member's dues by the Sub-Branch Secretary, and shall be deducted from any money paid by the member as contributions or may be recovered by legal process.
17. APPEALS OF MEMBERS AND SUB-BRANCHES AND STATE MANAGEMENT COMMITTEE
- 17.1 Right of appeal:
- Any member finding himself aggrieved against the actions or decisions of the officers or members of the union may, in the case of any grievance, appeal to his Sub-branch for redress, and, if still aggrieved, he may further appeal to the State Management Committee within one month, whose decisions shall be final and such decision must be conveyed to those concerned.
- 17.1.1 Not to furnish other evidence:
- Neither a member appealing nor the officer or the body appealed against shall furnish any other evidence to the State Management Committee than that heard in the original appeal. Such evidence shall be submitted in writing to the Sub-branch before forwarding to the State Management Committee. The members of the State Management Committee shall give reasons when deciding appeals.
- 17.2 When not considered:
- The State Management Committee shall not consider any appeal for assistance pursuant to Rule 24 from any member whose total dues to the union amount to twelve months' contributions or more.
- 17.3 All provisions of this rule shall apply also to next of kin claiming on account of deceased members.
18. ELECTION OF STATE SECRETARY, ASSISTANT STATE SECRETARY, STATE MANAGEMENT COMMITTEE MEMBERS, ORGANISERS
- 18.1 Branch elections:
- Any member of the union who is financial as provided for in subclause (6) of this rule at the time of nominations and has financial membership of the union in accordance with the scale set out in Rule 18.4 may nominate for such positions according to this scale.
 Provided that any member who has ceased to work in the industry and has reached the age of sixty-five (65) years may not nominate for any position.
 Provided further that no member who has reached the age of sixty-five (65) years may nominate for a full time position.
- 18.2 The first elections for above officers of the union shall be held in 1983 and until such elections are held, the officers of the union shall be as is provided for in Rule 13.

Deleted 8-10-90

- 18.2.1 Provided that as from the 1983 election for officers of the union, in addition to the provisions of Rule 13.2.1, further provision is made that not less than one of the elected full time paid officers of the union shall be a plasterer for the one ensuing period of office only. For the purposes of this sub rule paid officers are as follows:- State Secretary; Assistant State Secretary; Organisers.
- 18.2.2 This shall not preclude all of the above positions being filled by ballot where no plasterers' nominations are received for those positions by the Returning Officer.
- 18.2.3 Provided further that until the election for officers of the union in 1983, the full time paid officers of the union shall be the existing paid full time officers of the former Amalgamated Soci Carpenters and Joiners and Bricklayers and the Secreta of the former Queensland Plasterers' Union of Employee
- 18.3.2 No member shall be a candidate for two or more offices he would be unable to hold at the same time.
- 18.4.3 The scale of financial membership of the union members to be qualified to nominate for the positions, is as under:-
- | | | |
|------------------------------|---|-------------|
| State Secretary |) | |
| Assistant State Secretary |) | Three years |
| | | members |
| State Executive Members |) | |
| District Secretary/Organiser |) | One years |
| State Organisers |) | members |
| State Committee Members..... | | Financial n |
- 18.5.1 The term of office for the above positions shall be for term shall commence from the date the successful candidates are elected by the Returning Officer conducting the ballot.
- 18.5.1 Nominations for the above positions shall be called by the Returning Officer by notification in the union journal or in one daily newspaper circulating in the capital city and in each Sub-branch or district area on or before the last day of August of every fourth (4th) year commencing as on and from the last day of August 1983.
- 18.5.2 All Sub-branches shall be notified by circular of the opening and closing date of nominations.
- 18.5.3 Any member desiring to nominate for the above positions shall apply either personally or in writing to the Returning Officer for a nomination form. Such forms shall be signed by the candidate and by two financial members and forwarded by registered post to the Returning Officer or handed personally at the Union (union and a receipt thereupon obtained.
- 18.5.4 Nominations shall be closed at 4 p.m. on the last Friday 1983 and each four (4) years thereafter following that must be received by the Returning Officer by that time eligible.
- 18.5.5 Candidates may include with their nomination form a statement exceeding 200 words containing only the candidate's personal history and only the candidate's policy statement.

Rule No. 18.4

The term of office for the above positions shall be 18 months for the 1991 elections and four years thereafter from the 1993 elections, and such terms shall commence from the date the successful candidates are declared elected by the Returning Officer conducting the ballot for the 1991 elections. Thereafter the term of office shall commence from 2nd July following the election. by notification in the union journal or in one daily newspaper circulating in the capital city and in each Sub-branch or district area on or before the last day of August 1991, thereafter every fourth (4th) year commencing as on and from the last day of February 1993.

Rule No. 18.4.4

Nominations shall be closed at 4 p.m. on the last Friday of September 1991, the last Friday of March 1993, and each four (4) years thereafter following that date.

Nominations must be received by the Returning Officer by that time on that date to be eligible.

Renumbered 8-10-90

-23-

- 18.5.6 The Returning Officer shall examine all nominations to ensure that they are in order and if any nominations are found to be defective the Returning Officer, before rejecting the nomination, shall notify the person concerned of the defect and where practicable to do so give him the opportunity of remedying the defect within a period of not less than seven (7) days after being so notified.
- 18.5.7 If at the closing date for nominations only sufficient nominations have been received by the Returning Officer to fill any vacancy or vacancies the Returning Officer shall thereupon declare person or persons so nominating elected and supply forthwith a report of the declaration of the ballot to the Executive and candidates by submitting a Returning Officer's report to the Union Secretary.
- 18.5.8 If all nominations are received and there are more nominations than there are vacancies the Returning Officer shall conduct a draw for positions on the ballot paper and shall notify candidates of the time and place of the draw in sufficient time for a candidate or his nominee to attend the draw; such attendance shall be at the candidate's own costs and expense.
- 18.5.9 The Returning Officer shall forthwith have printed ballot papers in sufficient quantities to enable him to supply a ballot paper for each member eligible to vote in the election and secure a certificate from the printer as to the number printed.
- 18.5.10 Such ballot papers shall have printed thereon only the title of the office to be filled, method of voting and the name of the candidates for such office and a space for the required vote to be registered, provided however that where more than one candidate is required to be elected the number to be elected shall be printed on the ballot paper. The position of the names of each candidate on the ballot paper shall be in order of the draw of positions for that ballot.
- 18.5.11 Where a ballot is required, the Secretary of the Union shall provide, within twenty-eight (28) days of the closing of nominations, a certified list of financial members entitled to vote to the Returning Officer.
- 18.5.12 The Returning Officer shall on a date which will enable the ballot paper to be posted not later than fourteen (14) clear days before the closing date of the ballot, send by pre-paid post to each member eligible to vote in the election an envelope addressed to such member at his address appearing on the list of members eligible to vote supplied to the Returning Officer by the State Secretary, and that envelope shall contain only the following documents:
- 18.5.13 a ballot paper initialled by the Returning Officer in respect of each office to be filled at the election for which the member is eligible to vote;
- 18.5.14 an empty unsealed pre-paid post envelope addressed to the Returning Officer, C/- the numbered mail box referred to in this rule.
- 18.5.15 such printed instructions necessary for the completion of each of the ballot papers enclosed in the said envelope and any other instructions that the Returning Officer may consider necessary;
- 18.5.16 The candidates statement provided for and in accordance with rule 18.5.5.

9/7/91

-24-

For the purposes of the election, the books of the Union shall be deemed to have closed as of the 31st August for the 1991 election, thereafter at the last day of February preceding the election.

Only members who are shown in the records at the office of the Union as having paid all contributions, levies and fines fourteen (14) clear days prior to the 31st day of August for the 1991 election and thereafter the last day of February, shall be entitled to vote.

18.65 For the purpose of the election the books of the Union shall be deemed to have closed as at 31st August preceding the election. Members who are shown in the records at the office of the Union as having paid all contributions, levies and fines four days prior to the 31st day of August shall be entitled to vote.

18.6.1 Provided that any member who at any time prior to the election satisfied the Returning Officer that he has paid all levies and fines prior to the 31st day of August preceding the election shall be entitled to receive a ballot paper and the Returning Officer shall send by pre-paid post a ballot paper in accordance with Rule 18.5.12.

Rule No. 18.5.1

9/7/91

Providing that any member who at the time prior to the closing of the ballot, satisfies the Returning Officer that he has paid all contributions, levies and fines prior to the 31st day of August 1991 and thereafter the last day of February preceding the election, shall be entitled to receive a ballot paper and the Returning Officer shall send by pre-paid post a ballot paper in accordance with Rule 18.5.12.

18.76 The opening date of the ballot shall be on the 2nd day of November and the closing date shall be noon on the 16th day of November in which the ballot is held. All ballot papers shall be returned to the Returning Officer, C/- the post office box named on the ballot, to which the ballot papers are returned. The post office box to which the ballot papers are returned or if a box has been previously used by the union he shall be changed.

Rule No. 18.6

The opening date of the ballot shall be on the 2nd day of November for the 1991 elections and thereafter the 2nd day of May and the closing date shall be noon on the 16th day of November for the 1991 election and thereafter noon on the 16th day of May in each year which the ballot is held.

All ballot papers shall be returned to the Returning Officer, C/- the Post Office Box named on the reply envelope. The post office box to which the ballot papers are returned shall be hired by the Returning Officer prior to the dispatch of the ballot papers, or if a box has been previously used by the Union, shall cause the lock to be changed.

Rule No. 18.8

The Returning Officer shall proceed to count the ballot on the preferential system provided for in this Rule, and the candidate or candidates receiving the necessary quota shall be declared elected.

The counting of the ballot shall be completed not later than the 1st day of December for the 1991 elections, thereafter the 1st day of June following the closing of the ballot.

18.7.1 The Returning Officer shall collect the returned ballot papers from the post office box and deposit them in a ballot box kept at the office of the Returning Officer until the commencement of the count of the ballot.

18.7.2 At the conclusion of the ballot the ballot box shall be handed to the Returning Officer at a time reasonable notice of which shall be given to the scrutineers and taken to the union rooms and be opened in the presence of the scrutineers and counting shall then proceed. No person shall interrupt the count for any purpose the papers shall be counted in the ballot box to which any seals may be fixed by a scrutineer.

18.81 Any candidate at his own expense, may appoint a financial scrutineer to act as his scrutineer by notification in writing to the Returning Officer. Any scrutineers so appointed may be present at any stage of the counting of the ballot provided that the candidate is also present.

18.98 The Returning Officer shall proceed to count the ballot on the preferential system provided for in this rule, and the candidate or candidates receiving the necessary quota shall be declared elected. The counting of the ballot shall be completed not later than the first day of December following the closing of the ballot.

18.10.9 In the case of an equality of votes for any two or more candidates the Returning Officer shall determine by casting his vote which candidate is elected, provided that where an electoral college is used the Returning Officer he shall determine his casting vote.

18.11.10 The Returning Officer shall declare the successful candidate and notify the Executive of the result of the ballot and the successful candidate shall issue instructions for the publication of same in the Building Worker. He shall also notify each successful candidate and publish their names in at least one daily newspaper in the Union area.

18.11.1 The Returning Officer's report to the State Management shall contain all relevant information including the number of votes cast, the number posted, the number returned, the number of votes received by each candidate, the names of the candidates for each office and their proposers.

-25-

- 18.12.11 The successful candidates shall remain elected until their successors take up office.
- 18.13.12 Any accidental or unavoidable omission or error in the carrying out or observance of this rule shall not invalidate an election if such omission or error appears not to have affected the result of an election.
- 18.14.13 In any election the Returning Officer and any scrutineer shall do all things necessary to preserve the secrecy of the ballot and shall conduct themselves in a sober, proper and impartial manner. Scrutineers shall, as far as practicable, be present at all stages of the ballot. They shall obey any directions given to them by the Returning Officer. If any scrutineers or scrutineer are not present at any stage or stages of the ballot the Returning Officer may proceed nonetheless.
- 18.15.14 Should a vacancy occur in any of the abovementioned offices, the State Management Committee may fill the position within one month if the term remaining is not more than twelve (12) months. Where a ballot is required, the State Executive may conduct a postal ballot of S.M.C. members.
- 18.15.1 If the term remaining is more than twelve (12) months and the State Executive desires to fill the vacancy, an election shall be held according to the provisions of this rule with any necessary modification.
- 18.16.15 Definitions:
- "Preferential Voting" shall mean a system of voting in which the voter shall place a number 1 in the square opposite the name of the candidate for whom he votes as his first preference, and shall place the number 2, 3, 4 (and so on as the case required) in the squares opposite the names of all the remaining candidates so as to indicate the order of the preference for them. In a ballot by the preferential system the valid ballot papers shall be separated into separate parcels, each such parcel containing all those papers on which first preference is indicated for the same candidate. If on the first count a candidate receives an absolute majority of first preference votes of total valid votes cast he shall be declared elected.
- 18.16.1 If no candidate has received an absolute majority of first preference votes the candidate with the fewest first preference votes shall be excluded and the ballot papers on which a first preference is indicated for such candidate shall be counted to the remaining candidates next in the voters' order of preference. If a candidate has then an absolute majority of votes he shall be elected, but if no candidate then has a majority of votes the process of excluding the candidate who has the fewest votes and the distribution of the voters' preferences shall continue until one candidate has received an absolute majority of votes. In cases where more than one position is to be filled the numbers placed opposite the candidates' names up to the number of positions to be filled shall be first preference votes and the procedure in respect to the distribution of preferences shall be the same as is above prescribed where a ballot is for a single position. The candidates or candidate, as the case may be, who has received an absolute majority of votes shall be elected.

19. ORGANISERS:

- 19.1 The State Management Committee shall not less than two months prior to the closing of nominations as prescribed in rule 18, determine the number of organisers to be elected. They shall also determine the area of the State in which organisers shall reside and operate.
- 19.1.1 The organisers shall be under the control of the State Management Committee and shall when required, attend meetings of the State Management Committee. They shall perform such organising duties as may be required and shall visit shops and jobs where members of the union and other workers eligible to join are employed and endeavour to enrol new members. They shall cooperate with all shop and job stewards and Sub-branch Secretaries, and carry out organisational work in any part of the State as directed by the State Management Committee.
- 19.1.2 State organisers may be elected and remain in office for a period of four years, provided that if the funds are insufficient to meet the half-yearly expenditure, their services may be dispensed with at the discretion of the State Management Committee.
- 19.1.3 The State Management Committee may appoint temporary organisers for a period not exceeding six (6) months, the duties of organisers to be determined by the State Management Committee.
- 19.2 Any Sub-branch may, subject to the consent of the State Management Committee appoint a local organiser for a period of not exceeding six months. An amount equal to 10 per centum of the previous half-year's income may be used for this purpose. This amount may be subsidised by the State Management Committee on application by the Sub-branch.

20. SHOP STEWARDS:

- 20.1 For the convenience of members, shop or job stewards may be appointed by Sub-branches within the district under their control.
- 20.2 Should any shop or job steward be victimised, or be reasonably supposed to be victimised, from carrying out any duties to the union, the State Management Committee shall take all necessary steps to see that the member is compensated for any loss he may incur.

21. FUNERAL ALLOWANCE:

- 21.1 The union shall pay out of its funds a funeral allowance to the representatives of deceased members who have been members for a period of twelve months. On the death of a member who does not owe more than one half-year's contributions, a sum of money in accordance with the appended scale of funeral allowances shall be paid to his widow, next of kin, or nominee, or whomsoever may, in the opinion of the union, prove to have an equitable claim to it, provided that at the time of such member joining the union he was not over fifty (50) years of age.

Provided, however, that this provision shall not apply to any member who joined the union prior to its amalgamation. Deleted 28.6.83

21.1.1 Scale of funeral allowances:-

On the death of a financial member who has been a member of the union for twelve (12) months, the funeral allowance shall be ~~six~~ dollars (\$6.00), and shall increase at the rate of ~~six~~ dollars (\$6.00) per annum, the maximum to be one hundred and twenty dollars (\$120).

-27-

22. SALARIES OF OFFICERS:

22.1 The State Management Committee shall from time to time set down a scale of payments for Sub-Branch Secretaries, Sub-Branch Presidents, Vice-Presidents, Delegates, Money Stewards, Sick Stewards, Sub-Branch Committees, Returning Officers and Deputy Returning Officers, and Scrutineers, and notify sub-branches of same.

23. OFFICERS' HOLIDAYS:

23.1 All full-time officers of this union shall be allowed four weeks' holiday each year on full pay. Such holidays shall be taken in each year, and are not to be allowed to accumulate. The committee controlling the officers shall decide when each officer's holidays shall be taken.

24. CONTINGENT FUND:

24.1 Banked by State Management Committee:

RULE NO. 24

18-4-88

DONATIONS

24.1

Payments may be made for the purpose of relieving cases of distress amongst members that are recommended by the Sub-Branches to and approved of, by the State Management Committee. It may be used for such payments assisting our own or any other trade.

24.2

All applications for donations to members shall be on a schedule provided by the union and no donation shall be made unless such schedule is filled in by the Sub-Branch Secretary and approved by the State Management Committee.

24.3

Requests for donations for purpose other than the relief of members shall be forwarded to the State Management Committee and shall contain full particulars of the purpose of the proposed donation.

24.4

No member who has been less than three (3) months in the union shall be eligible for assistance, and in no case shall payment of benefit be made to a member who is otherwise dis-entitled.

be used for the payment of benefit to which a member is otherwise dis-entitled.

25. APPRENTICES:

25.1 An apprentice making application to join the union shall pay the current entrance fee only. No further fees shall be paid until completion of the apprenticeship. Thereinafter he shall be transferred to full membership and payment of union dues, levies etc. shall commence.

-27-

22. SALARIES OF OFFICERS:

22.1 The State Management Committee shall from time to time set down a scale of payments for Sub-Branch Secretaries, Sub-Branch Presidents, Vice-Presidents, Delegates, Money Stewards, Sick Stewards, Sub-Branch Committees, Returning Officers and Deputy Returning Officers, and Scrutineers, and notify sub-branches of same.

23. OFFICERS' HOLIDAYS:

23.1 All full-time officers of this union shall be allowed four weeks' holiday each year on full pay. Such holidays shall be taken in each year, and are not to be allowed to accumulate. The committee controlling the officers shall decide when each officer's holidays shall be taken.

24. CONTINGENT FUND:

24.1 Banked by State Management Committee:

All money collected for the Contingent Fund shall be forwarded by the Sub-Branch Secretaries to the State Management Committee each half-year, at the same time as the dues under rule 13.19 are remitted, and shall be banked by the State Management Committee in the name of the union in a separate account.

How used:

The Contingent Fund shall be used for the purpose of relieving cases of distress amongst members that are recommended by the Sub-branches to and approved of, by the State Management Committee. It may be used for assisting our own or any other trade.

Applications to State Management Committee:

All applications for donations to members shall be on a schedule provided by the union and no donation shall be made unless such schedule is filled in by the Sub-Branch Secretary and approved by the State Management Committee.

Requests for donations for purposes other than the relief of members shall be forwarded to the State Management Committee and shall contain full particulars of the purpose of the proposed donation.

Qualifications for assistance:

No member who has been less than three months in the union shall be eligible for assistance from this fund, but in no case shall this fund be used for the payment of benefit to which a member is otherwise dis-entitled.

25. APPRENTICES:

25.1 An apprentice making application to join the union shall pay the current entrance fee only. No further fees shall be paid until completion of the apprenticeship. Thereinafter he shall be transferred to full membership and payment of union dues, levies etc. shall commence.

-28-

26. ALTERATION OF RULES:

- 26.1 These rules may be altered or deleted or additions made thereto by a majority of members of the State Management Committee provided that at least 28 days notice to alter rules has been given by the State Management Executive to the State Management Committee.
- 26.1.1 Provided that the State Management Committee may alter rules of which previous notice has not been given subject to two-thirds of State Management Committee members voting in favour of the alterations.
- 26.1.2 Provided further that alterations to rules of an urgent nature may be made by a postal ballot of State Management Committee members to determine for or against the adoption of the alterations.

27. REFERENDUM:

- 27.1 Upon request of a majority of Sub-branches comprising ten per centum of the membership requesting a referendum upon any matter, the State Management Committee shall immediately take a referendum to the whole membership and should any such referendum be carried by a majority of members voting by ballot, the same shall be binding upon members of the **Union**.

28. DISSOLUTION:

- 28.1 Whenever the number of members in this union is reduced to twenty-one (21) by deaths or exclusions, a majority of the remaining members may, at a meeting assembled at the Registered Office, finally dissolve the union subject to discharging all debts and liabilities legally incurred in the union's name and shall pay any balance to the Building Workers' Industrial Union of Australia.

29. STANDING ORDERS AND RULES OF DEBATE:29.1 Call to speak:

The first speaker who attracts the attention of the President shall have precedence in speaking.

- 29.2 Members addressing the meeting shall direct their speech to the Presiding Officer, and remain standing while so doing.

29.3 Motions:

No discussion shall take place on any motion unless such motion is duly proposed and seconded. Any number of amendments may be proposed.

29.4 Amendment:

When a motion shall have been duly proposed and seconded, the President shall proceed at once to take the votes thereon; unless some member rises to oppose it or to propose an amendment; but no amendment shall be in order unless notice be given to move the same before the proposer of the resolution has replied.

- 29.5 No more than two members shall speak against any question before the meeting, and, if at the **conclusion** of the second speaker's remarks, no member rises to speak on the other side, the motion or amendment shall be put at once to the meeting.

-29-

29.6 Question be now put:

It shall be competent at any time during a debate for a member who has not already spoken to the question before the chair to move, without discussion, That the question be now put, which on being duly seconded and carried, shall necessitate the submission of the motion at once to the meeting after the mover has replied.

29.7 Speak only once:

Except in explanation, no member, other than the mover, shall speak more than once on the same motion.

29.8 Time limit:

No member shall be allowed more than ten minutes to speak on a motion unless with the concurrence of the meeting.

29.9 Reply:

The mover only shall have the privilege of reply, after which the motion shall be forthwith put to the meeting.

29.10 Questions of order shall be decided by the Chairman, whose ruling shall be final, unless it is challenged by a formal motion for that purpose.

29.11 President's right to speak:

The President or Chairman for the time being may speak only on questions in which the interests of the office he represents are directly involved. In the event of the President or Chairman desiring to speak on any question, he shall vacate the chair.

29.12 Limit to debate:

Should any question have occupied the attention of the meeting for thirty (30) minutes, the discussion on such question shall be deemed to have closed, and the President shall forthwith call on the mover to reply, unless the meeting decided by resolution (carried by a majority of the members present) to continue the discussion of the matter in question.

29.13 Notice of motion:

At any meeting of the Sub-branch any member may give notice of motion for a future meeting by (1) reading such notice to the meeting or (2) handing a copy thereof to the President. Such notice of motion shall take precedence in the order in which it stands in the minute book, in relation to other similar notices, unless otherwise ordered by the Sub-branch, and shall lapse if the member, or some member on his behalf, be not present when the order of the day for such notice is read.

29.13.1 Motion to adjourn:

No motion for the adjournment of the meeting shall be received while there is business before the President.

29.14 Moving dissent from Chairman's ruling:

Any member dissatisfied with the ruling of the Chairman may move a motion of dissent as follows, "That the Chairman's ruling be dissented from."

29.14.1 How put:

The motion shall then be put to the meeting by the Vice-Chairman, without discussion, in the following manner:-

29.14.2 That the question is, "That the Chairman's ruling be upheld."
Those in favour of upholding the Chairman's ruling say, "Aye."
Those against the Chairman's ruling being upheld say, "No".

29.14.3 The mover only shall speak to the motion, except the Chairman, who may explain his reasons for the ruling given.

29.14.4 The Vice-Chairman shall not give a ruling on the question involved in the Chairman's ruling.

29.14.5 The Vice-Chairman's ruling shall only be dissented from a direct appeal to the meeting, the question being put by the Vice-Chairman without discussion.