

# Rules of The Bacon Factories' Union of Employees, Queensland

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**1. NAME AND REGISTERED OFFICE**

- a) The name of the Union is the “The Bacon Factories’ Union of Employees, Queensland”.
- b) The registered office of the Union shall be 30 North Road, Wynnum West, or at such other place as the State Council may from time to time determine.

**2. DEFINITION AND INTERPRETATION**

- a) In these rules, unless the contrary intention appears:
  - i) "Act" means the relevant legislation providing for industrial organisations;
  - ii) “Annual Subscription” means the annual subscription fee determined in accordance with these rules;
  - iii) “auditor” means a person registered under a law of a State or Territory of the Commonwealth providing for the registration of public accountants, or is licensed or registered as an auditor under the law of a State or Territory relating to Companies;
  - iv) “Entrance Fee” means the fee for entrance to the Union determined in accordance with these rules;
  - v) “financial member” means a member of the Union financial in accordance with these rules;
  - vi) “financial records” means records, however recorded or stored, to the extent that they relate to the finances or financial administration of the Union and include:
    - (1) registers;
    - (2) records of financial information;
    - (3) financial reports;
    - (4) annual returns; and
    - (5) documents relating to financial transactions;
  - vii) “General President” means the general president of the Union;
  - viii) “General Secretary” means the general secretary of the Union;
  - ix) “Membership Register” means the membership register of the Union;
  - x) “Office” means:
    - (1) a Principal Office; and
    - (2) the office of a State Councillor;
  - xi) “Officer” means a member who holds an office in accordance with these rules;
  - xii) “Principal Office” means respectively the offices of:
    - (1) General President; and
    - (2) General Secretary.
  - xiii) “Registry Official” means the relevant officer appointed in accordance with the Act to supervise the continuing registration of industrial organisations,
  - xiv) “rules” means these rules of the Union;
  - xv) “State Councillor” means a person who holds office on the State Council and who does not hold a Principal Office;
  - xvi) "Sub-Committee" means a sub-committee established in accordance with these rules;
  - xvii) "Treasurer" means the treasurer of the Union;
  - xviii) “Union” means The Bacon Factories’ Union of Employees, Queensland;

## 2. DEFINITION and INTERPRETATION

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- xix) “Union journal” means a publication produced or adopted by the Union and which is provided free of charge to financial members by means of print or electronic media;
  - xx) “Union website” means a website maintained by the Union for communication with its members; and
  - xxi) “Workplace Group” means a workplace group provided by rule 44.
- b) In these rules unless the context or subject matter otherwise requires:
- i) the singular includes the plural and the plural includes the singular;
  - ii) a reference to a statute includes any:
    - (1) statute amending, consolidating or replacing the statute; and
    - (2) regulation made under the statute as that regulation is in force from time to time;
  - iii) headings will not be taken into account in interpreting these rules;
  - iv) a reference to a “rule” is, unless the context clearly indicates otherwise, a reference to a rule of these rules;
  - v) a reference to a “sub-rule” means, unless the context clearly indicates otherwise, a sub-rule of the rule in which the reference to the sub-rule is made;
  - vi) a reference to a “part” means, unless the context clearly indicates otherwise, a part of the sub-rule in which the reference to the part is made;
  - vii) a reference to a “sub-part” means, unless the context clearly indicates otherwise, a sub-part of the part in which the reference to a sub-part is made;
  - viii) a reference to a “schedule”, unless the context clearly indicates otherwise, is a reference to a schedule to, and which forms part of, these rules;
  - ix) a reference to a “month” is a reference to a calendar month;
  - x) a reference to “present in person” includes attendance in person or by a means of communication where the member may participate without being in physical attendance;
  - xi) a reference to a “majority” means at least half (1/2) the number of members required to be present at a meeting held in accordance with these rules, and present in person, or by proxy, plus one (1);
  - xii) a reference to a “special majority” means a two thirds (2/3) majority of the State Council voting on a resolution in person or by proxy;
  - xiii) where any period of time, dating from a given day, act or event, is prescribed or allowed for any purpose, the period must, unless the contrary intention appears, be reckoned exclusive of such day or the day of such act or event;
  - xiv) where the last day of any period prescribed or allowed for the doing of anything falls on a day which is a Saturday, Sunday or public holiday in the place in which the thing is to be or may be done, the thing may be done on the first day following which is not a Saturday, Sunday or public holiday in that place;
  - xv) a reference to the performance of a duty by any officer or person is inclusive of a reference to the officer or person causing the duty to be discharged and/or inclusive of the duty being discharged by any other person, entitled to hold a delegation in accordance with these rules, and holding the written delegation of the relevant officer or person;
  - xvi) a word or expression that is not defined in these rules, but is defined in the Act has, if the context permits, the meaning given by the Act;
  - xvii) writing includes printing, typing, facsimile and other means of representing or reproducing words, figures, drawing or symbols in a visible and tangible or electronic form, in English;

### 3. OBJECTS

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- xviii) an agreement or document means that agreement or document as amended, novated or supplemented;
- xix) sell or sold include transfer, lease, assign, grant options and/or any other form of disposing of or creating an interest in the thing being considered and buy or purchase will be interpreted correspondingly; and
- xx) each paragraph or sub-paragraph in a list is to be read independently from the others in the list.

#### 3. OBJECTS

- a) The objects of the Union are to:
  - i) to promote protect preserve and further the interests of members;
  - ii) to function as a union of employees;
  - iii) to raise and maintain funds by means of subscription from members and/or levies on members or otherwise as the Union may determine, such funds to be applied and used for the purpose of carrying out the objects of the Union;
  - iv) to hire and employ such persons as may be necessary for carrying out the purposes of the Union and to pay them in return for services rendered;
  - v) to purchase, take on lease or in exchange, hire and otherwise acquire any real property and in particular any land, buildings or easements for any purpose connected with the conduct of the Union;
  - vi) to borrow or raise or secure the payment of money in such manner as the Union may see fit, to secure the same, or the re-payment or performance of any debt, liability, contract, guarantee or other engagement incurred, or to be entered into by the Union in any way, and to redeem or pay off such securities;
  - vii) sell, improve, manage, develop, exchange, leave, dispose of, turn to account, or otherwise deal with all or any part of the property and rights of the Union;
  - viii) to invest and deal with any of the monies of the Union not immediately required for its purposes, upon such securities and in such manner as may be determined and from time to time vary and realise on any such investments;
  - ix) to enter into contracts and agreements and to borrow for the purpose of furthering directly or indirectly any one or more of these objects;
  - x) to establish funeral and other benefit funds;
  - xi) to negotiate agreements with the employers of members through collective bargaining and lawful collective industrial action;
  - xii) to assist any establishment and maintenance of Labour and Trade Union Newspapers and other television, radio, internet and other media organisations and to invest in shares in such Newspapers and Broadcasting and Television Stations;
  - xiii) to establish and manage a Union Journal, Union website or any other means of mass communication with members;
  - xiv) to join or affiliate with any other organisation having similar aims and objects;
  - xv) to do all such things as are incidental or conducive to the attainment of the above objects; and
  - xvi) to adopt any additional objects and to abandon or vary objects from time to time.
  
- b) None of these objects set out in sub-rule a) are to be read in such a way as to limit any other of those objects.

#### 4. POWERS

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- c) Do all such things as may be necessary or incidental to the carrying out of objects set out in sub-rule a).

#### 4. POWERS

- a) The Union has in the attainment of its objects all the powers of an individual.
- b) Without limiting the powers expressed in sub-rule a), the Union may achieve its objects by the application of all lawful means available to it including, without limitation, industrial, political and legal means.

#### 5. ELIGIBILITY FOR MEMBERSHIP

The membership of the Union shall consist of any person or persons of good character who are employed or are competent to be employed in any calling:

- (a) in or in conjunction with the ham and bacon manufacturing industry at a factory of foodstuffs of which beef, veal, mutton, lamb, pork, or bacon is a constituent part and/or
- (b) in or in connection with or incidental to the meat preserving industry and/or
- (c) the slaughtering of livestock and/or the handling of beef, veal, mutton, lamb, pork, or bacon in such establishments.

Provided that forepersons shall not be eligible for membership of the Union and members are:

- (d) only persons employed in Queensland; or
- (e) if not employed, but are competent to be employed, in the callings (a) to (c), reside in Queensland.

Without limitation to any other part of this eligibility rule the Union will consist of such other persons, whether employees in the industry or not, as have been elected officers of the Union, and admitted as members thereof.

#### 6. APPLICATION FOR MEMBERSHIP

- a) Applications for membership of the Union will be:
  - i) in the form determined by the State Council (for this rule the “application form”);
  - ii) accompanied by the material required, if any, by the State Council; and
  - iii) signed by the applicant.
- b) The Union may publish the application form in the way the State Council considers appropriate.
- c) The Union may, despite sub-rule b), publish, and accept, applications for membership by the internet, and in relation to any applications received by the internet the provisions of the relevant electronic transactions legislation apply and an applicant for membership will be held to have signed the application form if the requirements of the relevant electronic transactions legislation are met.
- d) The General Secretary may, despite sub-rule (a), waive the completion of the application form by an applicant, accept an application that is in some other form or may accept applications that are made by phone.
- e) No omission, irregularity or want of form will invalidate an application for membership made in accordance with this rule, provided that:
  - i) the applicant intended the document submitted to the Union to be an application for membership; and

## 7. REPRESENTATION

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- ii) the Union treated the document submitted as an application for membership.
- f) An application is accepted and membership commences, subject to sub-rule g), when the application is received by the General Secretary or another person authorised by the State Council, whichever is the earlier.
- g) The General Secretary may refer an application for membership to the State Council for its determination where the General Secretary has concerns in relation to the applicant's bona fides.
- h) Applications, referred in accordance with sub-rule g), will be considered by the State Council who will, if satisfied with the bona fides of the applicant, accept the application, admit the applicant to membership of the Union and that membership will commence, when it otherwise would have commenced in accordance with sub-rule f), as if the application had not been referred.
- i) The State Council may reject an application if they do not accept the applicant is bona fide, provided that where an application is rejected, any monies paid by the applicant will be reimbursed.
- j) The General Secretary will report all applications for membership to the next ordinary meeting of the State Council.
- k) Applicants for membership will, subject to these rules, when admitted to membership in accordance with this rule, enjoy all the advantages of membership of the Union so long as they comply with these rules.
- l) Applicants for membership must be informed in writing of:
  - i) a member's financial obligations; and
  - ii) how, and when, a member may resign from membership.

## 7. REPRESENTATION

- a) The Union will not provide representation to a member for any events occurring prior to the date the members' membership becomes effective, unless the State Council otherwise determines.

## 8. OBLIGATIONS OF MEMBERSHIP

- a) Each applicant by becoming a member of the Union agrees to be, and is, bound by these rules.

## 9. UNFINANCIAL MEMBERSHIP

- a) A member is unfinancial if in arrears for any subscriptions, instalments or levies for a period exceeding two (2) months from the date on which the subscriptions, instalments or levies become due, and remains unfinancial until all subscriptions, instalments or levies have been paid.
- b) An unfinancial member is not entitled to:
  - i) participate in the Union's business;
  - ii) any of the benefits, or privileges, of membership including participation in benefit services;
  - iii) access the Union's services;
  - iv) requisition a meeting;
  - v) to vote, or participate, in any meeting;
  - vi) hold, or continue to hold, any Office;
  - vii) inspect the Membership Register or the minutes of the Union.
- c) A member who is two (2) months, or more, in arrears for any subscriptions or levies due to the Union will:
  - i) be advised by the General Secretary in writing of their unfinancial status, and how the member may become financial; and
  - ii) if the member fails to become financial within seven (7) days of notice being provided in accordance with to sub-rule (c)(i), the member will cease to be a member and the General

## 10. RESIGNATION OF MEMBERSHIP

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Secretary will purge them from the Membership Register.

### 10. RESIGNATION OF MEMBERSHIP

- a) A member may resign from membership by notice in writing to the General Secretary.
- b) A notice of resignation from membership of the Union takes effect:
  - i) where a member ceases to be eligible to become a member:
    - (1) on the day on which the notice is received by the Union; or
    - (2) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member,whichever is the later; or
  - ii) in any other case:
    - (1) on the day on which the notice is received by the Union; or
    - (2) on the day specified in the notice,whichever is later.
- c) Any dues payable but not paid by a former member of the Union, in relation to a period before the member's resignation from the Union took effect, may be sued for and recovered in the name of the Union in a court of competent jurisdiction, as a debt due to the Union.
- d) A notice delivered to the person mentioned in sub-rule (a) will be taken to have been received by the Union when it was delivered.
- e) A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with sub-rule (a).
- f) A resignation from membership of the Union is valid even if it is not effected in accordance with this rule if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.

### 11. EXPULSION FROM MEMBERSHIP

- a) A member may be expelled from the Union by resolution of the State Council called on not less than 21 days' notice for the purpose of considering such resolution provided that:
  - i) the member sought to be expelled is provided by the proposer of the motion with particulars of the grounds relied upon and is afforded a reasonable opportunity to be heard in answer to what is alleged, before the meeting votes on the motion;
  - ii) no member will be expelled unless the member has been found guilty, under these rules, of having misappropriated funds of the Union, or substantially breaching these rules or of gross neglect or misbehaviour.

### 12. CESSATION OF MEMBERSHIP

- a) Notwithstanding any provisions elsewhere in these rules, a Member ceases to be a member when any of the following occur, the member:
  - i) resigns;
  - ii) dies;
  - iii) is expelled from membership in accordance with these rules; or
  - iv) becomes ineligible for membership.
- b) A person, who was a financial member, will cease to have any privileges of membership immediately upon the cessation of their membership but remains indebted to the Union for any dues payable but not paid in relation to a period before the cessation of membership, which debt may be sued for by the Union as a debt due to the Union.



## 12A. LIFE MEMBERSHIP

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- c) A member becomes ineligible to continue membership of the Union when that member no longer meets the conditions of eligibility for membership of the Union.
- d) A member who becomes ineligible for membership of the Union will, promptly give written notice of their ineligibility and the reason for the ineligibility to the General Secretary.
- e) A notice delivered to the General Secretary will be taken to have been received by the Union when it was delivered.
- f) Where practicable, the General Secretary will promptly notify each person whose membership ceases pursuant to sub-rule a)iv), of the cessation of their membership stating the effective date of the cessation of membership and the reason for the cessation of membership.
- g) A notification, in accordance with sub-rule f), will be made addressed to the last known residential address and/or email address as shown in the Register.

### 12A. LIFE MEMBERSHIP

- a) Life members will be appointed by State Conference on the recommendation of State Council.
- b) Life members will be appointed in recognition of service to the Union or other suitable reasons.
- c) Life members will not be required to pay contributions but will retain the right to nominate and hold any Office in accordance with the rules and be entitled to vote in any matter for as long as they continue to be employed in the industry covered by the Union

## 13. ENTRANCE FEE

- a) The State Council may determine to charge an entrance fee to new members of the Union.
- b) An entrance fee payable, if any, by an applicant for membership will not be in excess of 10% of the annual subscription rate.

## 14. ANNUAL SUBSCRIPTION

- a) A member must pay an annual subscription to the Union.
- b) The annual subscription is due and payable 12 months in advance on 01 July each year, or by equal periodical payments as the State Council determines and which may be paid by means of payroll deduction, bank account deduction facility, credit card facility or otherwise as the State Council may approve.
- c) Any member paying subscriptions by equal periodical payment as provided by sub-rule b) will, subject to these rules, be for all purposes treated as financial for a period of two (2) months from the receipt of the last periodical payment paid by the member.
- d) A member's subscription will be due and payable from the date their application for membership is accepted, provided that in the event that an applicant for membership is not accepted any subscription received will be repaid.
- e) The State Council will determine the subscriptions payable by members for the 12 month period commencing on 01 July next following.
- f) The State Council may resolve to provide a discount in relation to the payment of subscriptions in circumstances considered appropriate.
- g) A member who resigns from membership of the Union may be refunded any subscriptions paid in advance to the Union.

## 15. LEVIES

- a) The State Council may, by special majority, determine to impose a levy on members.
- b) A levy imposed in accordance with sub-rule a) cannot be in excess of 20% of the annual subscription rate determined in accordance with these rules.

### **16. WAIVER**

- a) The State Council may in special circumstances, determine to waive the whole or any portion of levies, fines and annual subscriptions payable by a member and the member concerned will, during the period to which the waiver applies, be financial.

### **17. LOANS GRANTS AND DONATIONS**

- a) A loan, grant or donation of an amount exceeding \$1,000 will not be made by the Union unless the State Council has:
  - i) satisfied itself that the making of the loan, grant or donation would be in accordance with the other rules of the Union; and
  - ii) satisfied itself in relation to a loan - that, in the circumstances, the security proposed to be given for the repayment of the loan is adequate and the proposed arrangements for the repayment of the loan are satisfactory; and
  - iii) approved the making of the loan, grant or donation.

### **18. BENEFIT SCHEMES**

- a) The State Council may determine that the Union, either by itself or in cooperation with other entities, provide benefit and welfare schemes for its financial members.

### **19. FUNDS AND PROPERTY**

- a) All real and personal property belonging to the Union comprises the general fund of the Union to be used for furthering the objects.
- b) The general fund includes the bank accounts of the Union.
- c) Any member or employee of the Union receiving monies on behalf of the Union will deposit the monies, without deduction, in the bank accounts of the Union.
- d) The name of any bank account utilised by the Union must include the words "The Bacon Factories' Union of Employees, Queensland".
- e) When not presently required for carrying out the objects, the property may be held in such form or forms as may be determined by the State Council and must be registered, deposited or invested in the name of the Union.
- f) Any Union property or funds held by any Officer or member, whether expressed to be held in the name of the Union or not, is held on trust by that person for, and on behalf of, the Union.
- g) Officers and/or members, as the case may be, will account for property and funds, held in accordance with sub-rule f), to the Union in accordance with the rules and/or law, provided that upon a demand being made by the President or the General Secretary to an Officer or member, as the case may be, to deliver up the property or monies to the Union, the Officer or member concerned will promptly comply.
- h) The general fund of the Union will only be expended for the purpose of achieving the objects of the Union and will be disbursed by direct debit facility or cheque authorised or signed, as the case may be, by the Treasurer and another Principal Officer.

### **20. EXPENSES**

- a) Reasonable expenses incurred by members of the State Council, and employees, whilst on approved Union business will be reimbursed by the Union in accordance with these rules.
- b) For the purposes of sub-rule a) reasonable expenses comprise:
  - i) transport;
  - ii) accommodation;
  - iii) meals; and

## 21. FINANCIAL YEAR

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- iv) overnight allowance,  
in the amount as determined by the State Council.
- c) The reimbursement of reasonable expenses must be authorised by the General Secretary.
- d) Expenses, other than reasonable expenses, incurred by members of the State Council, or employees, whilst on Union business and which are not included in a determination by the State Council, require the approval of the State Council before reimbursement may be made.

### 21. FINANCIAL YEAR

- a) The financial year of the Union commences on 1 July in the next year.

### 22. AUDITOR

- a) A yearly audit of the Union's accounts will be conducted by an auditor appointed pursuant to this rule.
- b) The auditor will be appointed annually by the State Council and will be eligible for re-appointment.
- c) The auditor will audit the financial accounts of the Union for the financial year and will present audited financial accounts and report to the State Council after the close of the financial year.
- d) The auditor has the power to call at any time for financial records and Officers and employees will, if called upon, promptly produce requested financial records in their possession to the auditor and promptly provide any explanation in writing in relation to those financial records as requested by the auditor.
- e) No member or employee of the Union will be eligible to be appointed Auditor.

### 23. OFFICE

- a) The Officers are to be elected by secret ballot by, and from, the members in accordance with these rules and will, subject to these rules, hold office.
- b) No member is entitled to nominate for, or hold, more than one (1) Office.

### 24. STATE COUNCIL

- a) The governing body of the Union will, subject to these rules, be the State Council and is responsible for conducting the affairs and administering the Union.
- b) The State Council consists of the:
  - i) Principal Officers; and
  - ii) one State Councillor elected by, and from, each Workplace Group of the Union.

### 25. POWERS AND DUTIES - STATE COUNCIL

- a) The State Council has:
  - i) the power to do all things necessary or convenient to further the objects of the Union;
  - ii) the duty to ensure that the Union furthers the objects of the Union; and
  - iii) in exercising its power, and performing its duty, is entitled to exercise all the powers of the Union.
- a) Without limitation to sub-rule a) the State Council has power to:
  - i) subject to these rules, to determine the policy of the Union and take appropriate steps to ensure the carrying out of the policy of the Union;
  - ii) direct the Principal Officers to perform any duty provided for by these rules, and to discharge other duties and responsibilities as may be required;
  - iii) confirm, vary, over-rule or otherwise deal with the decisions of the Principal Officers;
  - iv) determine matters submitted to it by the Principal Officers;

## 26. SUB-COMMITTEES

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- v) submit, in accordance with these rules, a matter to the financial members for decision;
- vi) institute, and/or defend, proceedings in matters affecting the affairs of the Union;
- vii) appoint and dismiss employees and/or agents and/or contractors as it considers necessary;
- viii) hear and determine disputes between members arising from these rules; and
- ix) determine the amount of the annual subscription.

### **26. SUB-COMMITTEES**

- a) The State Council may determine to establish Sub-Committees to further the work of the Union.
- b)
  - i) A Sub-Committee will be comprised of Officers as the State Council determines provided that the President is a member of any Sub-Committee.
  - ii) The State Council will determine who will chair a Sub-Committee.
- c) A Sub-Committee of the Union has the power to co-opt financial members as may contribute to its deliberations.
- d) The State Council has the power to delegate to a Sub-Committee any of its powers, for so long and for the purpose it considers appropriate, other than the State Council's power of delegation.
- e) A Sub-Committee is responsible to, and subject to the control of, the State Council.
- f) Any Sub-Committee formed pursuant to this rule will meet regularly, or as otherwise required by the State Council or the By-laws, and must promptly report to the State Council on its deliberations.
- g) The State Council may dissolve a Sub-Committee.

### **27. POWERS AND DUTIES – GENERAL PRESIDENT**

- a) The General President will be the executive and administrative head of the Union responsible for coordinating its activities and ensuring that the objects and policies of the Union are furthered.
- b) The General President will:
  - i) preside as Chairperson at all State Council meetings, Sub-Committee meetings and general meetings of financial members;
  - ii) upon the confirmation of the minutes sign the minute book;
  - iii) direct the calling of any meeting;
  - iv) be a member of any Sub-committee of the Union; and
  - v) be responsible for ensuring, as far as is practicable, the observance and performance of these rules.

### **28. POWERS AND DUTIES - GENERAL SECRETARY**

- a) The General Secretary will:
  - i) assist the General President and the Treasurer in all matters concerning the administration and finances of the Union;
  - ii) in the absence of the General President, the General Secretary will exercise the powers, and carry out the duties of the President;
  - iii) ensure that appropriate records of all Union business and financial affairs are maintained;
  - iv) present to the State Council the auditor's report, the general purpose financial report and the operating report (as defined in the Act), provided that pursuant to Rule 34, 5% of

## 29. POWERS AND DUTIES - TREASURER

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members may call a general meeting of the Union for the purpose of considering these reports;

- v) ensure that appropriate filing systems and books of account are maintained;
- vi) ensure that the Membership Register and all records of membership are properly kept;
- vii) ensure that minutes of all meetings are recorded and provided in accordance with these rules; and
- viii) do all other things as may be required to ensure the Union complies with the Act.

### 29. POWERS AND DUTIES - TREASURER

- a) The Treasurer will:
  - i) ensure that all monies received on behalf of the Union are deposited, in accordance with these rules, as soon as practicable in the bank accounts of the Union;
  - ii) prepare an annual budget for presentation to, and approval by, the State Council;
  - iii) liaise with the auditor; and
  - iv) ensure that the requirements of the Act for financial reporting by the Union are complied with.

### 30. STATE COUNCIL MEETINGS - NOTICE

- a) Meetings of the State Council will be held six (6) times each year, but may be called:
  - i) at any time by the General President requesting the General Secretary do so; and
  - ii) by written requisition, setting out the proposed business of the meeting, by at least one third (1/3) of the Officers requesting the General Secretary do so.
- b) Seven (7) days' notice specifying the place, the day and the hour of the meeting will be given to the Officers, by the General Secretary, provided that in cases where the General Secretary considers the request for the meeting to be urgent, the General Secretary may call a meeting by giving whatever notice is practicable.
- c) Subject to sub-rule b) at least three (3) days' notice of any item of business, that is included on the agenda, with an explanation of the substance of the item, will be given by the General Secretary to the Officers, otherwise an item of business will not be included on the agenda, unless the business is approved for placing on the agenda by resolution of a majority of the State Council.

### 31. STATE COUNCIL MEETINGS - CONDUCT

- a) The quorum necessary for the transaction of the business by the State Council is one third (1/3) of the Officers two (2) of whom must be Principal Officers.
- b) A Member of the State Council who fails to attend three (3) consecutive Committee meetings without valid reason, may be charged with gross neglect of duty and, subject to these rules, may be removed from Office.
- c) Subject to these rules, the State Council may meet together and regulate its proceedings as it considers appropriate.
- d) The State Council may conduct meetings by telephone, radio, video-conferencing or any other method by which the Officers are able to communicate with each other without being physically present.
- e) If within 30 minutes from the time appointed for the commencement of a State Council meeting a quorum is not present, the meeting, if convened upon the requisition of the members of the State Council, will lapse, in any other case the meeting of the State Council will stand adjourned to the same day in the next week at the same time and place, or to another day and at another time and place as the State Council may determine, and as will then be advised by the General Secretary to the members of the State Council and if at the adjourned meeting a quorum is not present within

## 32. STATE COUNCIL MEETING - VOTING

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half an hour from the time appointed for the meeting, the meeting will proceed and will be deemed quorate.

- f) If the General President is not present at a meeting of the State Council within 15 minutes after the time appointed for holding the meeting, or if present is not willing to act, the General Secretary will be chairperson or if the General Secretary is not present at the meeting, or if present is not willing to act, then the members of the State Council may choose one (1) of their number to be chairperson of the meeting, who will act with all the powers of the General President during that meeting.

### 32. STATE COUNCIL MEETING - VOTING

- a) Questions arising at any State Council meeting will, except as otherwise provided for in this rule, be decided by a majority of the votes of the members of the State Council present in person or by proxy.
- b) Voting will ordinarily be by show of hands but will be by secret ballot on the request of any Officer.
- c) Subject to these rules relating to the exercise of proxy votes, each Officer is entitled to exercise one (1) vote.
- d) Despite sub-rule a) where the General President and General Secretary consider that a matter requires urgent attention a ballot of the members of the State Council may be conducted on the matter by means of courier, post, facsimile transfer, email, SMS or by other means of print communication, provided that:
  - i) in the ballot a majority of the votes entitled to be cast and voting, constitutes quorum;
  - ii) the General Secretary will determine a time limit in which the ballots must be received; and
  - iii) determination of the ballot will be by a majority of the votes cast.
- e) A proxy vote cannot be exercised in a ballot conducted in accordance with sub-rule d).
- f) The Treasurer is only entitled to exercise a single deliberative vote.

### 33. STATE COUNCIL MEETING - PROXIES

- a) Proxies for State Council meetings must be:
  - i) in writing;
  - ii) in the form determined by the State Council;
  - iii) in relation to a specific meeting,and given to the State Council prior to the meeting commencing to attend to business.
- b) A proxy, provided in accordance with sub-rule a), will also apply to any adjournment or continuation of the meeting to which it relates.
- c) A proxy may only be given to another Officer, and will count as one (1) vote that may be exercised by the Officer holding the proxy in addition to the vote they are personally entitled to exercise.
- d) A proxy must state the name of the Officer who is to act as the proxy.
- e) An Officer will not have the right at any meeting to hold more than one (1) proxy.
- f) The Chairperson of the meeting at which a proxy vote is sought to be exercised will rule as to the validity of the proxy.
- g) Proxies do not count for the purposes of quorum.

### 34. GENERAL MEETINGS - NOTIFICATION

- a) The General President or the State Council may, whenever the General President or the State Council determines appropriate, requisition a general meeting of the financial members.
- b) A general meeting of financial members of the Union can be requisitioned by:

### 35. GENERAL MEETINGS OF FINANCIAL MEMBERS - ATTENDANCE

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- i) at least 20 financial members of the Union; or
- ii) for the purpose of considering the auditor's report, the general purpose financial report and the operating report (as defined by the Act) at least 5% of financial members.
- c) The requisition will be in writing, will state the business of the meeting, and will be signed by the requisitioner, and will be given to the General Secretary.
- d) The General Secretary must promptly proceed to convene a meeting, and the meeting must be held within three (3) months from the date of a requisition is given to the General Secretary in accordance with sub-rule e).
- e) At least seven (7) days' notice specifying the place, the day and the hour of the meeting, and the nature of the business requisitioned, will be given to all financial members of the Union.
- f) No other business, other than the business specified in the requisition will be dealt with at the meeting, or any adjournment of the meeting.
- g) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any member, will not invalidate the proceedings of a meeting.

### 35. GENERAL MEETINGS OF FINANCIAL MEMBERS - ATTENDANCE

- a) A general meeting, of the financial members may be conducted by telephone, radio, video conference, or by any other method by which the members entitled to attend in accordance with these rules are able to communicate with each other without being physically present.
- b) Twenty financial members will constitute a quorum at a general meeting of financial members.
- c) If, within 30 minutes from the time appointed for a meeting, a quorum is not present, the meeting will not proceed.
- d) If the General President is not present within 30 minutes after the time appointed for holding the meeting or, being present, is unwilling to act as chairperson, the financial members present will elect a Member of the State Council present to be chairperson, and if no member of the State Council is present, or if present is unwilling to act, then the meeting will elect a Member present to be chairperson.

### 36. GENERAL MEETINGS OF FINANCIAL MEMBERS - VOTING

- a) Questions arising at any general meeting of the financial members will be decided by a majority of the votes of the financial members present in person.
- b) Voting will ordinarily be by show of hands but will be by secret ballot on the request of any ten financial members.
- c) Each financial member in attendance is entitled, subject to these rules to exercise one (1) vote.
- d) A decision of a general meeting of financial members is for the consideration of State Council.
- e) A matter having been determined by a general meeting of financial members cannot be resubmitted to a further general meeting of financial members for reconsideration until a period of six (6) months has elapsed from the date of the determination.

### 37. GENERAL MEETINGS OF FINANCIAL MEMBERS - PROXIES

- a) Proxies for general meetings of financial members must be:
  - i) in writing, in the form determined by the State Council;
  - ii) in relation to a specific meeting; and
  - iii) provided to the chairperson of the general meeting prior to the meeting commencing to attend to business.
- b) A proxy provided in accordance with sub-rule a) will also apply to any adjournment or continuation of the meeting in relation to which it is given.

## 38. NOTICES TO MEMBERS

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- c) A proxy must state the name of the financial member who is to act as the proxy.
- d) A financial member attending a general meeting of financial members may not exercise more than three (3) proxy votes.
- e) The Chairperson, of the general meeting of financial members at which a proxy vote is sought to be exercised, will rule as to the validity of any proxy and a proxy counts for quorum.

### 38. NOTICES TO MEMBERS

- a) A notice required to be given by these rules, may be given:
  - i) personally;
  - ii) by facsimile;
  - iii) by email; or
  - iv) by sending the notice through the post in a prepaid letter, addressed respectively to the person who is to receive the notice at their address, their facsimile number or email address, as entered in the register.
- b) The non- receipt of a notice by a financial member will not invalidate a meeting held in accordance with the notice concerned.

### 39. NOMINATION AND ELECTION OF STATE COUNCIL

- a) This rule will apply to all elections of the State Council.
- b) Only financial members who have been continuously financial for a period of twelve months prior to the day nominations are opened, may nominate as a candidate for an Office.
- c) Definitions

In these rules:

"ballot box" means a ballot box kept under sub-rule (q);

"candidate", for an election, means a person:

- (i) who has nominated as a candidate for the office the election is about; and
- (ii) whose nomination has been accepted under sub-rule (h)(iii); and
- (iii) whose nomination has not been withdrawn;

"eligible member" means a person who was a financial member of the Union 30 days before the day on which nominations open;

"initialled" by the Manager of an election includes being marked with a facsimile of the Manager's initials;

"member" means a member of the Union;

"return envelope" see sub-rule (p)(i)(2);

"roll", for an election, means the roll of voters prepared for the election in accordance with sub-rule (l);

"scrutineer" means:

- (i) a candidate who acts personally as a scrutineer; or
- (ii) a person appointed as a scrutineer for a candidate under sub-rule (w);

"General Secretary" means the person holding office as the Union's General Secretary;

"voter" means a person:

- (a) who is an eligible member; and
- (b) whose name is on the roll under sub-rule (l);



"voting material" see sub-rule (p)(i).

- d) Manager of election - functions and powers
  - i) The Manager of an election:
    - (1) will be in accordance with the Act;
    - (2) must not be the holder of an Office or an employee of, the Union;
    - (3) must not influence, or attempt to influence, the outcome of the election;
    - (4) must conduct the election under these rules;
    - (5) may take the action, and give the directions, the Manager considers reasonably necessary to ensure that the processes under which the election is conducted are transparent; and
    - (6) must ensure suitable arrangements are made with Australia Post for the return of ballot papers to a box or locked bag at a post office.
  - ii) The Manager of an election may take the action, and give the directions, the Manager considers reasonably necessary:
    - (1) to ensure no irregularities happen in the election; or
    - (2) to remedy a procedural defect that appears to the Manager to exist about the election.
  - iii) To ensure the integrity of an election, the address for return of ballot papers must not be the Union's usual postal address.
- e) Closing day and time for nominations
  - i) The Manager of the election must fix the opening day and closing day for nominations for office.
  - ii) The closing day must be at least 28 days after notice is given under sub-rule (g).
  - iii) Nominations open at midday on the opening day and close at midday on the closing day.
- f) Starting and finishing days of ballot
  - i) If a ballot becomes necessary under sub-rule (j), the Manager of the election must fix the start and finish days for the ballot to decide the result of the election.
  - ii) The start day must not be before the closing day for nominations for the offices to be filled at the election.
- g) Calling for nominations
  - i) The Manager of the election must call for nominations for the offices to be filled by notice given to financial members in one (1) of the following ways:
    - (1) by post to each financial member at the address recorded in the financial members register;
    - (2) if the Union publishes a journal or newsletter that it gives to its financial members free of charge, by advertisement in the journal or newsletter;
    - (3) in a daily newspaper circulating in the area where the Union's financial members live or work;
    - (4) by email and by advertisement on its website.
  - ii) The notice must state:
    - (1) the opening day for nominations;
    - (2) the closing day for nominations;

- (3) that nominations for office:
    - A. open at midday on the opening day; and
    - B. close at midday on the closing day;
  - (4) who may nominate as a candidate in the election;
  - (5) that nominations for office must be written, signed by the nominee and given to the Manager before nominations close;
  - (6) the starting and finishing days for a ballot to decide the result of the election if a ballot becomes necessary under sub-rule (j);
  - (7) that only a person who was a financial member at the opening time for nominations may vote in the election; and
  - (8) that the ballot will be decided by a first-past-the-post system of voting.
- h) Nomination procedure
- i) A nomination for an Office must be written, signed by the nominee and given to the Manager of the election before nominations close.
  - ii) A person may not nominate for more than one (1) office.
  - iii) The Manager must accept a nomination if:
    - (1) it complies with sub-rule (h)(i); and
    - (2) the nominee is an eligible member.
  - iv) A candidate may withdraw the candidate's nomination by written notice given to the Manager no later than seven (7) days after nominations close.
- i) What happens if a nomination is defective
- If a nomination for an office is defective, the Manager must, before rejecting the nomination, notify the person concerned of the defect and, where practicable, give the person the opportunity of remedying the defect within a period of not less than seven (7) days after the person has been notified.
- j) When a ballot must be held
- If there are more candidates for election to an office than the number to be elected, the Manager must conduct a secret postal ballot under sub-rules (l) to (ee).
- k) Election without ballot
- The Manager of the election must declare a candidate elected to an office if:
- i) nominations have closed; and
  - ii) the number of candidates for the office is not more than the number of offices of the same type to be elected at the same time.
- l) Roll—preparation
- i) A roll for a ballot must be prepared at the direction of the Manager of the election.
  - ii) The roll of voters for any ballot is to be closed seven (7) days before the day on which nominations for the election open.
  - iii) The Manager must ensure the roll:
    - (1) States:
      - A. the name of each person who is an eligible member of the Union in alphabetical order; and
      - B. each eligible member's address, opposite their name; and

- (2) is completed when nominations for the election close.
- iv) The Union must give the Manager:
  - (1) a copy of its financial members register; and
  - (2) access to the Union's records reasonably necessary for the Manager to ensure the roll is accurate.
- m) Roll—inspection
  - i) The Manager of the election must make the roll for the election available for inspection—
    - (1) in the period that:
      - A. starts on the day after the roll must be completed under sub-rule (1); and
      - B. ends 30 days after the result of the election is declared; and
    - (2) at the Manager's office when it is open for business.
  - ii) A candidate, member or a person authorised by the Manager may inspect the roll, free of charge.
  - iii) If, during the period stated in sub-rule (1), a candidate or member asks for a copy of the roll or a stated part of the roll, the Manager must give the person the copy, free of charge.
- n) When someone can claim a right to vote
  - i) Despite sub-rule (1)(iii), if an eligible member's name does not appear on the roll, the member may apply to the Manager of the election to have the member's name included on the roll.
  - ii) If the Manager is satisfied the applicant is an eligible member, the Manager must include the applicant's name on the roll.
- o) Ballot papers
  - i) A ballot paper for the election must:
    - (1) have a watermark or other distinctive pattern that prevents it from being reproduced other than by the Manager or a person authorised by the Manager;
    - (2) be of paper that will hide a vote marked on it from view when it is folded once;
    - (3) be a different colour from the colour used for ballot papers at the two (2) previous elections held for the Union;
    - (4) list the names of each candidate once only for each office the election is for, with the surname first, followed by the candidate's other names;
    - (5) state how the voter may vote;
    - (6) state that the voter must fill in and sign the voting declaration or the vote will not be counted; and
    - (7) state that the voter must return the ballot paper to the Manager so it is received on or before the finish day of the ballot.
  - ii) The order of names on the ballot paper must be decided by lot.

- iii) If two (2) or more candidates have the same surname and first names, the candidates must be distinguished in an appropriate way.
- p) Distributing voting material
  - i) The Manager of the election must post the following things (the "voting material") to each voter:
    - (1) a ballot paper initialled by the Manager;
    - (2) an unsealed reply paid envelope (a "return envelope") addressed to the Manager;
    - (3) a declaration envelope as required by the relevant legislation;
    - (4) other material the Manager considers appropriate for the ballot including, for example, directions or notes to help the eligible Member to comply with these rules and cast a valid vote.
  - ii) Voting material must be posted to each voter:
    - (1) in a sealed envelope to the voter's address on the roll; and
    - (2) as soon as practicable, but no later than two (2) days before the starting day of the ballot.
  - iii) The voting declaration must state 'I certify that I am the person whose name appears on this envelope, I have voted on the ballot paper enclosed and I have not voted in this ballot previously'.
  - iv) If a voter gives the Manager a notice that the voter will be at an address other than the address stated on the roll when voting material is to be given, the Manager must post the material to the other address.
  - v) Before posting voting material to a voter, the Manager must mark a ballot number for each voter on:
    - (1) the roll against the voter's name; and
    - (2) the declaration form.
  - vi) The Manager must give each voter a different ballot number.
  - vii) The ballot numbers must start with a number chosen by the Manager.
  - viii) A ballot paper or ballot envelope must not be marked in a way that could identify the voter.
- q) Manager must keep a ballot box

The Manager must get a ballot box and:

  - i) keep the box in a safe place; and
  - ii) seal the box in a way that:
    - (1) allows voting material to be put in it until the ballot finishes; and
    - (2) prevents voting material from being taken from it until votes for the ballot are to be counted.
- r) Duplicate voting material
  - i) This rule applies if voting material posted to a voter:
    - (1) has not been received by the voter;
    - (2) has been lost or destroyed; or
    - (3) if the document is a ballot paper, it has been spoilt.
  - ii) The voter may apply to the Manager of the election for a duplicate of the document.

- iii) The application must:
  - (1) be received by the Manager on or before the finish day of the ballot;
  - (2) state the grounds on which it is made;
  - (3) if practicable, be substantiated by evidence verifying or tending to verify the grounds;
  - (4) state that the voter has not voted at the ballot; and
  - (5) if the document is a spoiled ballot paper, accompanied by the ballot paper.
- iv) If the application complies with sub-rule (r)(iii), the Manager must:
  - (1) if the document is a spoiled ballot paper:
    - A. mark 'spoilt' on the paper;
    - B. initial the paper beside that marking and keep the paper; and
    - C. give a fresh ballot paper to the voter; or
  - (2) if otherwise, give a duplicate of the document to the voter.
- s) How long ballot is open
  - i) A ballot must remain open for:
    - (1) at least 21 days; and
    - (2) no longer than 49 days.
- t) How to vote

A voter may vote only by completing the following steps:

  - i) completing a ballot paper by:
    - (1) writing a tick or cross in the square opposite the name or names of the number of candidates the voter may vote for under sub-rule (u); and
    - (2) complying with the instructions on the paper about how to vote;
  - ii) putting the ballot paper in a declaration envelope;
  - iii) sealing the declaration envelope;
  - iv) filling and signing the declaration on the declaration envelope;
  - v) putting the declaration envelope in the return envelope;
  - vi) sealing the return envelope;
  - vii) complying with any direction given under sub-rule (p)(i)(4); and
  - viii) returning the return envelope to the Manager of the election so that the envelope is received on or before the finish day for the ballot.
- u) How many votes may be cast
  - i) A voter may vote for only the number of candidates that is not more than the number of offices of the same type to be elected at the same time.
- v) How the Manager must deal with voting material
  - i) The Manager of the election must put all voting material returned to the Manager in the ballot box until voting has ended.
  - ii) If, after the finishing day for the election, the Manager receives a return envelope apparently containing a ballot paper for the election, the Manager must:
    - (1) keep the envelope sealed;

- (2) mark the envelope 'Received by the Manager after the finishing day for the ballot'; and
  - (3) keep the envelope in safe custody, but separately from return envelopes received before or on the finishing day.
- w) Scrutineers - appointment
  - i) A candidate may:
    - (1) act personally as a scrutineer; or
    - (2) appoint another person (an "appointee") as a scrutineer for the candidate.
  - ii) An appointment must be in writing and signed by the candidate.
  - iii) A candidate must notify the Manager of the election of the name of the candidate's appointee as soon as possible after the appointee is appointed.
  - iv) The Manager may refuse to allow an appointee to act as a scrutineer if:
    - (1) the Manager asks to inspect the appointment as a scrutineer; and
    - (2) the appointee does not produce it.
- x) Scrutineers' rights

Subject to sub-rule (y) a scrutineer may be present when:

  - i) ballot papers or other voting material for a ballot are prepared and given to voters;
  - ii) voting material is received and put in safe custody under sub-rule (v); and
  - iii) votes are counted.
- y) Scrutineers - numbers attending
  - i) Each candidate may have only one (1) scrutineer exercising a right under sub-rule (x) for each official present where the ballot is being conducted.
  - ii) In sub-rule (y)(i) "official" means a person appointed by the Manager to count the ballot.
- z) Initial scrutiny of voting material
  - i) As soon as possible after the ballot finishes, the Manager of the ballot must:
    - (1) seal the ballot box in a way that prevents voting material from being put in it; and
    - (2) take the ballot box to the place where votes are to be counted.
  - ii) The Manager must then:
    - (1) unseal the ballot box;
    - (2) take out the return envelopes;
    - (3) open each return envelope and take out the declaration envelope;
    - (4) examine the declaration and mark off the voter's name on the roll;
    - (5) check the ballot number on the declaration against the ballot number marked against the voter's name on the roll; and
    - (6) ensure the declaration is signed.
  - iii) After complying with sub-rule (z)(ii), the Manager must put the declaration envelopes in a container if satisfied:
    - (1) each declaration is signed; and
    - (2) the ballot number on each declaration corresponds with the ballot number marked beside the voter's name on the roll.

- iv) However, the Manager must not put a declaration envelope in the container mentioned in sub-rule (z)(iii) if:
  - (1) the Manager reasonably believes the voter to whom it was sent did not sign the declaration; or
  - (2) the person named on the declaration is not the person to whom it was sent.
- v) Sub-rule (z)(iv) does not apply if the Manager is satisfied the person who filled in and signed the declaration:
  - (1) is a voter;
  - (2) has not previously voted in the ballot; and
  - (3) has a reasonable explanation for using someone else's ballot material.
- vi) The Manager must keep declaration envelopes excluded under sub-rule (z)(iv) separate from other declaration envelopes.
- vii) A declaration is valid only if:
  - (1) it complies with sub-rule (z)(iii)(1) and (2); and
  - (2) sub-rule (z)(iv) does not apply.
- viii) A valid declaration must be accepted as valid, and an invalid declaration must be rejected, by the Manager.
- ix) If a declaration is accepted as valid by the Manager the Manager must:
  - (1) note the acceptance of validity on the declaration; and
  - (2) record that acceptance on the roll against the name of the voter who signed the declaration.
- x) After accepting the declaration, the Manager must, in the following order:
  - (1) open the declaration envelopes not excluded under sub-rule (z)(iv) and take out the ballot papers;
  - (2) if a declaration envelope contains more than one (1) ballot paper for each office the election is for, mark each of the ballot papers from the envelope 'informal under sub-rule (aa)(ii)(5)' and exclude those ballot papers from the count and place them in a container reserved for "informal ballots"; and
  - (3) put all ballot papers other than those excluded in accordance with sub-rule z(x)(2) in a separate container to be counted.
- aa) Counting votes
  - i) To count votes the Manager of the election must:
    - (1) admit the formal votes and reject the informal votes;
    - (2) count the formal votes, and record the number for each candidate; and
    - (3) count the informal votes.
  - ii) A vote is informal only if:
    - (1) the ballot paper is not initialled by the Manager and the Manager is not satisfied the paper is authentic;
    - (2) the ballot paper is marked in a way that allows the voter to be identified;
    - (3) the ballot paper is not marked in a way that makes it clear how the voter meant to vote;
    - (4) the ballot paper does not comply with a direction given under sub-rule (p)(i)(4); or

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- (5) the ballot paper was taken from a ballot envelope that contained another ballot paper for the office the election is for.
- iii) All ballot papers, determined to be informal, in accordance with this sub-rule (aa) will be placed in the container referred to in sub-rule (z)(x)(3).
- bb) Scrutineers' objections
  - i) Before votes are counted, a scrutineer may advise the Manager that the scrutineer considers an error has been made in conducting the ballot.
  - ii) When votes are counted, a scrutineer may:
    - (1) object to a ballot paper being admitted as formal or rejected as informal by the Manager of the election; or
    - (2) advise the Manager of the election that the scrutineer considers an error has been made in conducting the ballot or counting votes.
  - iii) If a scrutineer advises the Manager under sub-rule (bb)(i) or (bb)(ii)(2), the Manager must:
    - (1) decide whether the error has been made; and
    - (2) if appropriate, direct action to correct or mitigate the error.
  - iv) If a scrutineer objects under sub-rule (bb)(ii)(1), the Manager must:
    - (1) decide whether the ballot paper is to be admitted or rejected; and
    - (2) note the decision on the ballot paper and initial the note.
- cc) Direction by the Manager to leave count
  - i) The Manager of the election may direct a person to leave the place where votes are being counted if the person:
    - (1) does not have the right to be present at the count; or
    - (2) interrupts the count, other than to exercise a scrutineer's right.
- dd) How result is decided
  - i) The method of deciding the result of a ballot is by a first-past-the post system.
  - ii) That number of candidates corresponding with the number of offices to be filled who have the most formal votes are elected.
  - iii) This rule is subject to sub-rule (ee).
- ee) What happens if votes for two (2) or more candidates are equal
  - i) If the Manager can not decide which candidate is elected to an office because the votes cast for two (2) or more candidates are equal, the Manager of the election must decide which candidate is elected by drawing lots.
  - ii) A decision under sub-rule (ee)(i) must be made in the presence of any scrutineer who wishes to attend.
- ff) The Manager will promptly declare the candidates elected to office.

#### 40. COLLEGIATE ELECTIONS

- a) The Treasurer will be elected by a collegiate electoral system.
- b) The electoral college will, in relation to the election for the officer referred to in sub-rule (a), be the State Council.



#### 40A. COUNTERPART FEDERAL BODY EXEMPTION

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- c) The manager of the election (for the purposes of this rule the “Manager”) will be the person appointed pursuant to the Election Procedure Rules, and the Manager will be subject to the provisions of the Election Procedure Rules.
- d) The Manager will call for nominations from among members of the electoral college subject to these rules, by written notice to each member.
- e) Nominations will be in writing, signed by the candidate and seconded in accordance with these rules and will be delivered to the Manager prior to the commencement of the first meeting of the State Council next following the Triennial Elections of members of the electoral college (for the purposes of this rule the “Meeting”).
- f) If the Manager finds that a nomination is defective, the Manager will, before rejecting the nomination, notify the person concerned of the defect and, where it is practicable to do so, give the person the opportunity of remedying the defect.
- g) The Manager will notify each member of the electoral college of the opening and closing time of the ballot which will be conducted at the meeting.
- h) If at the close of nominations, only the required number of nominations have been received for the offices, the Manager will declare those candidates elected.
- i) If there are more than the required number of candidates for an office, the Manager will conduct at the meeting an election for that office by secret ballot of the members of the electoral college and by means of a “first past the post system”.
- j) The Election Procedure Rules will apply to the count.
- k) Any candidate may appoint a scrutineer, and the Election Procedure Rules in relation to scrutineers will apply.
- l) The Manager will arrange for the preparation of ballot papers on which the candidates names will appear in alphabetical order.
- m) The Manager will initial and hand to each member of the electoral college a ballot paper.
- n) Each member of the electoral college will cast a vote by completing the ballot paper by placing an “x” or other mark in the square against the name of the candidate the voter is voting for, and by placing the completed ballot paper in the ballot box in the control of the Manager.
- o) Any member who will not be present at the meeting at which the ballot is to be held may lodge a request with the Manager for an absentee vote, together with an address where such member can receive communications, and, if any member has done so, the Manager will not declare the result of the ballot until such member has been given reasonable opportunity to vote.
- p) The candidate or candidates securing the highest number of votes will be declared elected.
- q) The Manager will declare the result to the electoral college as soon as the count is completed and will provide a written report to the Council in relation to the declaration.
- r) The candidate or candidates elected will take office upon the declaration by the Manager of the result of the election and each will hold office until their successors are elected.

#### 40A. COUNTERPART FEDERAL BODY EXEMPTION

- a) Offices filled by election in the counterpart federal body
  - i) The offices of the Union (for the purposes of this rule, “the state office”) that correspond with the offices of the federally registered union, The Bacon Factories’ Union of Employees, Queensland, being the counterpart federal body, (for the purposes of this rule, “the federal office”), due to the state office being similar to the federal office, are as follows:

Counterpart Federal Body	State Union
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## 41. TERM OF OFFICE

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<b>(the federal office)</b>	<b>(the state office)</b>
General President	General President
General Secretary	General Secretary
Treasurer	Treasurer
State Councillor	State Councillor

- ii) The General Secretary will:
- (A) make application for exemption from holding an election as soon as practicable following the declaration of elections, held under the *Fair Work (Registered Organisations) Act 2009* (Cth) (the “federal election”) for the Counterpart Federal Body;
  - (B) notify the membership of the Union, of the making of the application for exemption, by means of a publication circulated to the members free of charge; and
  - (C) seek, in the making of an application for exemption, that a state office be filled by a person elected in the federal election to the federal office that corresponds, as provided by this rule, with the stated office.

In the event of the exemption not being granted or being only partially granted the General Secretary will forthwith proceed to file the prescribed material in relation to the holding of an election, or a relevant election, as the case may be, pursuant to these rules.

## 41. TERM OF OFFICE

- a) The term of office of all Officers is three (3) years.
- b) Officers will hold office until their successors are elected in elections held in accordance with these rules unless they earlier die, resign, or otherwise cease to hold office in accordance with these rules.

## 42. CASUAL VACANCY AND VACANCIES IN OFFICE

- a) A casual vacancy will occur in an Office, where the holder of the Office dies, resigns, is removed from Office, or ceases to hold Office, in accordance with these rules.
- b) Casual vacancies will be promptly filled in accordance with this rule.
- c) Where a casual vacancy occurs, and the unexpired portion of the term of Office is more than twelve months, or three quarters (3/4) of the term, whichever is the greater, the vacancy will be filled by election.
- d) Where a casual vacancy occurs and the unexpired portion of the term of Office is less than twelve months or three quarters (3/4) of the term, whichever is the greater, the vacancy will be filled by the State Council appointing a financial member to that Office.
- e) The successful candidate or appointee will hold the Office until the next election for that Office to be held in accordance with these rules.
- f) Should the office of:
  - i) General President;
  - ii) General Secretary; or
  - iii) Treasurer,

#### 43. CESSATION OF OFFICE

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become vacant, the State Council will temporarily fill that vacancy by appointment from the members of the State Council at the next State Council meeting held following the vacancy arising, until an election or appointment can be made in accordance with these rules.

- g) An Officer who is appointed to an office in accordance with sub-rule a) is only entitled to exercise one (1) vote and will continue to hold the office, and to discharge the duties of the Office to which they were elected.

#### 43. CESSATION OF OFFICE

- a) If a member of the State Council ceases to be a financial member of the Union, then their Office, and any other position they hold in the Union, is vacant.
- b) An Officer may only be removed from Office by a decision of a general meeting of financial members called in accordance with the rules, provided that:
  - i) the Officer sought to be removed is provided by the proposer of the motion seeking their removal with particulars of the grounds to be relied upon for the removal and is afforded a reasonable opportunity to be heard to answer what is alleged, before the meeting votes on the motion; and
  - ii) no Officer can be dismissed unless they have been found guilty, under the rules of the Union, of:
    - (1) misappropriation of funds of the Union;
    - (2) substantial breach of these rules;
    - (3) gross misbehaviour; or
    - (4) gross neglect of duty.

#### 44. WORKPLACE GROUPS

- a) State Council recognises the following Workplace Groups:
  - i) the Warwick Workplace Group – constituted by all members employed or usually employed at the meat processing premises at Rosehill Road, Warwick;
  - ii) the Kingaroy Workplace Group – constituted by all members employed or usually employed at the meat processing premises at Barkers Creek Road, Kingaroy; and
  - iii) the Hans Workplace Group – constituted by all members employed or usually employed at the meat processing premises at McRoyle Street, Wacol or any other site where meat processing operations are transferred by the employer to a different location. This includes members employed or usually employed at the Distribution Centre in Brisbane.
- b) State Council may authorise Workplace Groups to be formed either:
  - i) where there are twenty or more members employed at a workplace, and/or for an employer; or
  - ii) within any workplace or convenient geographical location where State Council considers it convenient or appropriate.
- c) All members will be attached to the Workplace Group relevant to their employment.
- d) Each Workplace Group formed in accordance with this rule shall be represented at State Conference by:
  - i) a State Councillor; and
  - ii) Job Representatives appointed by the Workplace Group.

## 45. STATE CONFERENCE

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- e) Job Representatives shall be appointed by and from each group of members, in accordance with procedures to be determined by the State Council from time to time.
- f) It shall be the duty of Job Representatives to encourage and assist all eligible persons to apply to become members of the Union, to attend the State Conference and to carry out all the duties they may be assigned by the State Council or the General Secretary from time to time.
- g) All Job Representatives shall be and shall remain at all times subject to the control and direction of the State Council and the General Secretary. State Council may make, vary and repeal by-laws for the regulation of Job Representatives and groups of members.

### 45. STATE CONFERENCE

- a) A State Conference shall be convened triennially.
- b) The State Conference shall be composed of:
  - i) all members of the State Council;
  - ii) three (3) Job Representatives appointed by each Workplace Group of the Union in accordance with Rule 44;
  - iii) despite part ii) the State Council may, 35 days prior to the State Conference determine to alter the number of Job Representatives entitled to attend the State Conference, provided that the number of Job Representatives of any Workplace Group shall not be less than two (2) nor more than five (5).
- c) State Council shall determine the time and place of the State Conference.
- d) State Conference shall be the forum for consultation between the State Council and Job Representatives on matters of concern to the Union.
- e) State Conference may make recommendations to the State Council, but its resolutions shall not be binding on State Council, or members of the Union.
- f) Notice of the State Conference together with a copy of the agenda shall be sent to each member of State Council and to each Job Representative at least thirty days prior to the commencement of the State Conference, by the General Secretary.
- g) A quorum to the State Conference shall be a majority of job representatives elected in accordance with 44c) hereof, and a majority of the members of the State Council, provided that if no quorum be present at the State Conference within one hour of the time appointed for the commencement of the State Conference it shall stand adjourned for a period of one month.
- h) State Council shall determine the procedures of State Conference.
- i) State Council and Job Representatives may submit matters to the General Secretary to be placed on the agenda for State Conference but such matters must be received in writing by the General Secretary no later than twenty-one (21) days prior to the commencement of the conference.

### 46. REGISTER OF MEMBERS

- a) The General Secretary will keep at the registered office of the Union an up-to-date Membership Register.
- b) The Membership Register will show:
  - i) the full name of the member;
  - ii) the full postal address of the member;
  - iii) home and mobile phone number;
  - iv) email address;
  - v) the date of admission of the member to the Union;
  - vi) any subscriptions, levies and fines owing to the Union by the member;

## 47. CHANGE OF ADDRESS

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- vii) the name and address of the member's employer; and
- viii) Workplace Group.
- c) The General Secretary will:
  - i) supply such information from the Membership Register as may be required by the State Council;
  - ii) transfer to a separate register the names and particulars of all members whose membership of the Union has ceased or who have been purged;
  - iii) keep a record of each election that must, under the rules, be held; and
  - iv) in each year keep a record of members on 31 December in the previous year; and
  - v) record any other information required by the Act.
- d) The General Secretary will maintain a separate register of the Officers showing each Officer's:
  - i) name;
  - ii) residential and postal address;
  - iii) occupation;
  - iv) the name and address of their employer; and
  - v) Workplace Group.
- e) The Membership Register and the register of Officers will be kept up to date and will be available for production to, or inspection by, the manager of an election, the auditor, any Officer, any financial member authorised by the State Council, any person entitled in accordance with the Act or any person authorised by the Registry Official.

### **47. CHANGE OF ADDRESS**

- a) In the event of a member changing their:
  - i) place of residence,
  - ii) employer,
  - iii) place of employment,
  - iv) postal address;
  - v) home or mobile phone; or
  - vi) email address,the member will promptly notify the change to the General Secretary.
- b) The Union is entitled to rely on the information set out in the Membership Register in giving notice required by these rules.

#### **48. INSPECTION OF BOOKS**

- a) The Membership Register, minutes of meetings and the financial records of the Union will, subject to these rules and the Act, be open to personal inspection, at reasonable times, by a financial member at the registered office of the Union:
  - i) on giving reasonable notice in writing to the General Secretary; or
  - ii) at a location agreed between the member, seeking inspection, and the General Secretary.

#### **49. INDUSTRIAL DISPUTES**

- a) Notifications of industrial disputes will be made by the General Secretary.

#### **50. INDUSTRIAL REPRESENTATION**

- a) Each member authorises the Union to act as their agent in dealings with their employer and to enter into binding legal agreements on their behalf in respect of their employment provided that:
  - i) agreements are collective industrial agreements entered into in good faith for the benefit of the financial members concerned; and
  - ii) the terms of agreement have been approved by the financial members concerned.
- b) In agreements made pursuant to sub-rule a) the Union may act as both party principal and as agent on behalf of its members.
- c) The State Council will appoint the representatives of the Union for the conduct of negotiations.

#### **51. EXECUTION OF DOCUMENTS**

- a) The General Secretary will be authorised to execute on behalf of the Union, contracts of employment for Union staff, collective industrial agreements, applications and all other documents or instruments.

#### **52. INDEMNITY**

- a) The Officers, the members of a Sub-committee and employees are indemnified by the Union, to the extent only of its assets, from losses and expenses incurred by them in, or about, the discharge of their respective duties, except for losses and expenses incurred through their own wilful default or neglect.
- b) The Officers, the members of a Sub-committee or employees will not be liable for losses or expenses incurred by any other Officer, member of a Sub-committee or employee or for any loss or expenses sustained by the Union, unless the losses or expenses are incurred through their own wilful default or neglect.

#### **53. COMMON SEAL**

- a) There will be a common seal of the Union containing the words:

“Common Seal – The Bacon Factories’ Union of Employees, Queensland”
- b) The common seal of the Union is to be affixed to any document requiring a common seal.
- c) The General President or the General Secretary are authorised to affix the seal of the Union to any document requiring a common seal.

#### **54. INTERPRETATION OF RULES**

- a) The rules of the Union will be construed liberally and so as to facilitate the functioning of the Union in accordance with the requirements of all applicable legislation of the States and of the Commonwealth of Australia.
- b) The General President is empowered in the case of a dispute on the interpretation of these rules, and in any case where the rules are silent upon a question of procedure, for directing the course to be taken.

## 55. DISSOLUTION OF THE UNION

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- c) Should a question arise on a matter which is not provided for by these rules the State Council will determine the question, providing that pending a determination the General President will, if required, rule upon the question and the General President's ruling will be binding until a determination is made by the State Council.

### 55. DISSOLUTION OF THE UNION

- a) The Union may be dissolved by resolution of the financial members of the Union at a general meeting of financial members by a 75% majority vote.
- b) The quorum for a meeting to consider dissolution is 60% of the financial members.
- c) In the event that the financial members of the Union vote for dissolution of the Union, the State Council is to make an application for cancellation of registration of the Union pursuant to the Act prior to dissolution of the Union being effected.
- d) Upon the dissolution of the Union, the State Council shall determine the transfer of the Union's property to another association or associations which has or have substantially similar objects to those of the Union, or as decided by those voting, by a majority of not less than 75%.

### 56. ALTERATIONS TO RULES

- a) These rules will not be altered except by resolution of the State Council, and no alteration to the rules will be effective unless agreed to by a special majority.
- b) Any Officer may move, without seconder, a resolution proposing amendment to these rules.
- c) The General Secretary will give at least two (2) days notice of a resolution proposing amendment to these rules.
- d) A resolution to amend these rules may be dealt with in accordance with rule 32 d) subject to the majority required being a special majority.
- e) Despite sub-rule c) the State Council may, in circumstances of urgency, determine to waive the requirement for notice but must do so unanimously.

### 57. REFERENDA

- a) A referendum may occur in any matter if required by a resolution of the State Council or of a general meeting of financial members.
- b) In addition to sub-rule a) a referendum will be held upon receipt of a requisition signed by 30% of the financial members raising a matter for determination, in accordance with the following:
  - i) the requisition will be forwarded to the General Secretary; and
  - ii) within 45 days of receipt by the General Secretary of the requisition the State Council will, by resolution, frame a question for the referendum.
- c) The referendum will be conducted by the General Secretary in the following manner:
  - i) the referendum will be a secret ballot;
  - ii) the referendum will be commenced by the posting of ballot papers to each financial member's home address within one (1) month of the date of resolution referred to in sub-rule a) or sub-rule b)ii);
  - iii) the ballot papers will include voting instructions and two (2) envelopes to be used as follows:
    - (1) the completed ballot paper to be placed inside the small envelope which has no marking on it;
    - (2) the small envelope to be placed inside another envelope bearing the financial member's name and address or identification number on the back, which is to be returned to the General Secretary;

- (3) the General Secretary should use the addressed or numbered envelope to ensure that there are no irregularities in the voting;
  - (4) the closing date of a referendum should be at least 28 days after the date of posting of the ballot papers;
  - (5) at the counting of the ballot there should be two (2) scrutineers;
  - (6) it is the General Secretary's responsibility alone to determine informal votes; and
  - (7) the result of the referendum will be determined by a majority of the votes cast.
- d) The result is binding upon all members and the State Council.

**58. RULES OF DEBATE**

- a) These rules of debate will apply to State Council meetings and general meetings of financial members.
- b) All business will proceed by way of motion, which will be affirmative in character.
- c) All motions and amendments will be placed in writing when directed by the chairperson.
- d) The right of speaking on any subject will belong to the member who first raises their hand.
- e) In moving a motion a member will explain their proposal as briefly as possible.
- f) A motion or amendment not seconded will lapse.
- g) A seconder of a motion may reserve their right to speak later.
- h) A member will not speak more than once to a motion or amendment except the mover of the original motion will have the right to reply.
- i) No further discussion is allowed after the mover has replied.
- j) A motion may be amended by leaving out substituting or adding words but an amendment will not be accepted by the chairperson which is a direct negative to a motion or which does not preserve the substance of a motion.
- k) Any number of amendments may be proposed and discussed simultaneously with the original motion.
- l) Amendments will be put to the vote in the order in which they are received.
- m) A motion may be superseded at any time by another motion "that the current motion be discharged from the agenda".
- n) The time of discussion for each motion will be limited to one (1) hour and a member will not be allowed more than five (5) minutes to speak to a motion or amendment unless with the concurrence of the meeting.
- o) No more than two (2) members will speak in succession on one (1) side either for or against a motion and if at the conclusion of the second speaker's remarks no member speaks on the other side the motion or amendment will be put to the meeting after the mover has replied.
- p) A member when speaking will not be interrupted unless called to order when the member calling to order will be heard in support of the point of order, provided that the chairperson may at that stage decide the point of order or hear future discussion but such point of order will be decided before the debate is resumed.
- q) Immediately the debate on any motion is concluded the question will be resolved by voting.
- r) In the event of the voting on any question being equal the chairperson will declare the motion lost.
- s) A motion for the adjournment of a motion or a meeting to any stated day or time may be moved at any time and if carried such resolution will not in any way be abrogated.
- t) A motion to rescind a resolution cannot be moved unless notice was given at the previous meeting.



- u) Where these rules of debate are silent the chairperson will make the ruling but a member who is dissatisfied with the ruling by the chairperson may move a motion “that the ruling by the chairperson be dissented from” and the chairperson will then invite the meeting to appoint another member to preside or call for nominations from the floor for a temporary chairperson and only the mover will be permitted to speak except that the chairperson may state the reason for their ruling.
- v) The chairperson vacating the chair in accordance with sub-rule u) will resume the chair when the vote has been taken.

#### **59. BY-LAWS**

- a) The State Council may determine to make By-laws to facilitate the governance of the Union.
- b) Any By-laws made must be consistent with these rules and the Act.
- c) Any By-laws made must be notified to the financial members and will not be binding until 14 days has elapsed following notification, provided that notice of By-laws having been made, may be given by means of publication on the Union’s web site or in the Union’s Journal.
- d) The General Secretary will cause to be kept a register of By-laws, which provides the date that a by-law was made, the resolution of the State Council making the by-law, and the date on which notice was given to financial members.

#### **60. COPY OF THE RULES**

- a) Each financial member is entitled upon request to the General Secretary to receive free of charge a copy of these rules.

#### **61. DEFINITIONS FOR RULES 61 - 66**

- a) For the purposes of rules 61 – 66 the following definitions apply:
  - i) “board” includes a group of persons who supervise, govern or otherwise have oversight of a corporation, organisation, association or other like body including a Board of Directors;
  - ii) “disclosure period” for the purpose of rules 61 - 66 means the financial year unless a shorter period is specified;
  - iii) “declared person or body” a person is a declared person or body if:
    - (1) an officer of the Union has disclosed a material personal interest under rule 64; and
    - (2) the interest relates to, or is in, the person or body; and
    - (3) the officer has not notified the Union that the officer no longer has the interest;
  - iv) “financial duties” includes duties that relate to the financial management of the Union;
  - v) “non-cash benefit” means property or services in any form other than money, but does not include a computer, mobile phone or other electronic device that is used only or mainly for work purposes;
  - vi) "office" includes:
    - (1) an office of General President, or General Secretary of the Union;
    - (2) the office of a member of the management committee of the Union;
    - (3) the office of a voting member of a collective body of the Union , being a collective body that has power in relation to any of the following functions:
      - A. the management of the affairs of the Union;
      - B. the determination of policy for the Union;
      - C. the making, alteration or rescission of rules of the Union;
      - D. the enforcement of rules of the Union , or the performance of functions in relation to the enforcement of such rules;

- (4) an office the holder of which is, under these rules, entitled to participate directly in any of the functions referred to in item (3)A and (3)D, other than an office the holder of which participates only in accordance with directions given by a collective body or another person for the purpose of implementing:
    - A. existing policy of the Union ; or
    - B. decisions concerning the Union ; or
  - (5) an office the holder of which is, under these rules, entitled to participate directly in any of the functions referred to in subparagraphs (3)B and (3)C; or
  - (6) the office of a person holding (whether as trustee or otherwise) the property of the Union or in which the Union has a beneficial interest in;
- vii) "officer" means a person who holds an office in the Union ;
- viii) "peak council" means means a national or State council or federation that is effectively representative of a significant number of organisations " (within the ordinary meaning of the term) representing employers or employees in a range of industries;
- ix) "related party" includes the following:
  - (1) an entity controlled by the Union, unless the entity is a federal counterpart of the Union;
  - (2) officers of the Union and their spouse;
  - (3) relatives of related parties referred to in part (2);
  - (4) an entity controlled by a related party referred to in item (1), (2) or (3) unless the entity is also controlled by the Union;
  - (5) an entity who was a related party referred to in item (1), (2), (3) or (4) at any time within the previous 6 months;
  - (6) an entity who believes or has reasonable grounds to believe that it is likely to become a related party of a kind referred to in item (1), (2), (3) or (4) at any time in the future;
  - (7) an entity who acts in concert with a related party of the Union on the understanding that the related party will receive a financial benefit if the Union gives the entity a financial benefit;
- x) "relative" in relation to a person, means:
  - (1) parent, step parent, child, stepchild, grandparent, grandchild, brother or sister of the person; or
  - (2) the spouse of the first mentioned person;
- xi) "relevant remuneration" in relation to an officer of the organisation for a disclosure period is the sum of the following:
  - (1) any remuneration disclosed to the Union by the officer under rule 63 during the disclosure period;
  - (2) any remuneration paid during the disclosure period;
- xii) "relevant non-cash benefits" in relation to an officer of the Union for a disclosure period means the non-cash benefits provided to the officer, at any time during the disclosure period, in connection with the performance of the officer's duties as an officer, by the Union, or by a related party of the Union;
- xiii) "remuneration"
  - (1) includes pay, wages, salary, fees, allowances, leave, benefits or other entitlements; but

## 62. UNION POLICIES AND PROCEDURES

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- (2) does not include a non-cash benefit; and
- (3) does not include the reimbursement or payment of reasonable expenses for the costs incurred in the course of the officer carrying out the officer's duties.

### 62. UNION POLICIES AND PROCEDURES

- a) The organisation will develop and implement internal control policies and procedures relating to the expenditure of the organisation.

### 63. DISCLOSURE OF OFFICER'S RELEVANT REMUNERATION AND NON-CASH BENEFITS

- a) Each officer of the Union will disclose to the organisation any remuneration paid to the officer:
  - i) because the officer is a member of a board, if:
    - (1) the officer is a member of the board only because the officer is an officer of the Union; or
    - (2) the officer was nominated for the position as a member of the board by the Union, or a peak council; or
  - ii) by any related party of the Union in connection with the performance of the officers' duties as an officer.
- b) The disclosure required by sub-rule a) will be made to the Union:
  - i) as soon as practicable after the remuneration is paid to the officer; and
  - ii) in writing.
- c) The Union will disclose to the members of the Union:
  - i) the identity of the officers who are the 10 highest paid in terms of relevant remuneration for the disclosure period; and
  - ii) for those officers:
    - (1) the actual amount of the officers' relevant remuneration for the disclosure period; and
    - (2) either the value of the officers' relevant non-cash benefits, or the form of the officers' relevant non-cash benefits, for the disclosure period.
- d) For the purposes of sub-rule c), the disclosure will be made:
  - i) in relation to each financial year;
  - ii) within six months after the end of the financial year; and
  - iii) in writing.

### 64. DISCLOSURE OF OFFICER'S MATERIAL PERSONAL INTERESTS

- a) Each officer of the Union will disclose to the Union any material personal interest in a matter that:
  - i) the officer has or acquires; or
  - ii) a relative of the officer has or acquires,that relates to the affairs of the Union.
- b) The disclosure required by sub-rule a) will be made to the Union:
  - i) as soon as practicable after the interest is acquired; and
  - ii) in writing.
- c) An Union will disclose to the members of the Union any interests disclosed to the organisation pursuant to sub-rule a).
- d) For the purposes of sub-rule c), the disclosures will be made:

## 65. DISCLOSURE BY UNION OF PAYMENTS

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- i) in relation to each financial year;
- ii) within six months after the end of the financial year; and
- iii) in writing.

### 65. DISCLOSURE BY UNION OF PAYMENTS

- a) The Union will disclose to the members of the organisation either:
  - i) each payment made by the organisation, during the disclosure period to a:
    - (1) related party of the Union; or
    - (2) declared person or body of the Union; or
  - ii) the total of the payments made by the Union, during the disclosure period to:
    - (1) each related party of the Union; or
    - (2) each declared person or body of the Union.
- b) Sub-rule a) does not apply to a payment made to a related party if:
  - i) the related party is an officer of the Union and the payment:
    - (1) consists of remuneration paid to the officer by the Union; or
    - (2) is reimbursement for expenses reasonably incurred by the officer in performing the officer's duties as an officer; or
  - ii) the related party is an officer or employee of the Union and the payment consists of amounts deducted by the Union from remuneration payable to officers or employees of the Union.
- c) For the purposes of sub-rule a), the disclosures will be made:
  - i) in relation to each financial year;
  - ii) within six months after the end of the financial year; and
  - iii) in writing.

### 66. TRAINING

- a) Each Officer of the Union whose duties include duties relating to the financial management of the Union must undertake training that:
    - i) is approved by the Registry Official, in accordance with the Act;
    - ii) covers each of the Officers' financial duties; and
    - iii) is completed within three (3) months of the date the officer begins to hold an Office.
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