[155N: Incorporates alterations of 30 April 2020] [R2019/149]

Replaces rulebook dated 9 March 2016 [R2016/19]

I CERTIFY under section 161 of the *Fair Work*

*(Registered Organisations) Act 2009* that the pages

herein numbered 1 to 14 both inclusive contain a true

and correct copy of the registered rules of the

**Industrial Staff Union – PSA of NSW**

DELEGATE OF THE GENERAL MANAGER

FAIR WORK COMMISSION

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## The Industrial Staff Union – PSA of NSW Constitution and Rules

## 1. Name

The Union shall be called the "Industrial Staff Union – PSA of NSW" The Union may use and operate under the short title of the Industrial Staff Union or the ISU.

## 2. Definitions

AEC means the Australian Electoral Commission

Board means 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.

Commission means the Fair Work Commission or Industrial Relations Commission of NSW as appropriate

Declared Person or Body Is a person or body that an Officer of the ISU has disclosed to the ISU (under Rule 9) that they have a material person interest that relates to, or in in, that person or body. The person or body ceases to be a Declared Person or Body if the Officer notifies the ISU that the Officer no longer has the interest.

General Manager means the General Manager of the Fair Work Commission

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.

Officer Has the same meaning as defined by Section 6 of the Fair Work (Registered Organisations) Act 2009

Related Party has the same meaning as defined by section 9B of the Fair Work (Registered Organisations) Act 2009.

Relative means parent, step parent, child, step child, grandparent, grandchild, brother, sister or spouse

## 3. Constitution

The Union shall consist of an unlimited number of persons below the rank of Assistant General Secretary who are employed by the Public Service Association of New South Wales, as:

Principal Industrial Officers

Senior Industrial Officers

Industrial Officers

Regional Organisers

Assistant Industrial Officers

Principal Research and Liaison Officer

Research Officers

Assistant Research Officer

Occupational Health and Safety Officers

Training Officers

Special Projects Officers

Senior Communications Officers

Communications Officer

Organisers

Welfare Officers

or any person employed to perform the same duties as those normally performed by the above named classifications but shall not include the following:

Caretaker’s Cleaners

Stenographers

Typists

Office Assistants

Persons temporarily seconded to the Staff of the PSA of NSW

## 4. Objects

1) The objects of the Union shall be, by all lawful means:

a) To promote the interests of and to regulate the conditions under which all members of this Union may be employed;

b) To advance and protect the social and economic interests of all members and trade unionists generally by industrial, political and any other means;

c) To act on behalf of members who are dismissed or not reinstated and to negotiate generally with the employer as to such matters and the rights of the employer to discipline members;

d) To secure redress for any grievances to which members may become subject

e) To make financial provision for the carrying out of any of the Union’s objects

f) To amalgamate, affiliate or co-operate with other trade unions and organisations and to be represented on other bodies

g) To act as an industrial organisation of employees

2) The objects specified in paragraphs (a) (b) (c) (d) (e) and (f) shall, except where otherwise expressed in such paragraphs, be in no way limited or restricted by reference to or inference from the terms of any other paragraph.

## 5. Membership Conditions, Contributions and Resignations

1) Every application for membership shall be in writing and in a form determined by the Management Committee, provided that such form must advise applicants for membership of their subscription and financial obligations arising from membership and the circumstances and the manner in which a member may resign from the Union. The application will be endorsed by a General Meeting of ISU members upon recommendation of the ISU Management Committee.

2) Membership subscriptions of the Union shall be equivalent to $2.00 per working day. The membership subscription fee provided in this rule maybe varied to a figure decided upon by a General Meeting, Special General Meeting or Annual General Meeting of members convened on not less than 7 days written notice, following which this rule with the amended figure shall be submitted to the Commission for approval.

3) Subscriptions shall be payable by weekly deductions from members' salaries of a weekly amount equivalent to ($2.00) two dollars per working day, such deductions being made pursuant to a duly signed salary deduction authority in a form acceptable to the Union and recognised by the employer. Membership fees will be charged for every paid day whether worked or on a form of paid leave. As an example, members who work part time 3 days per week will pay $6 per week, and a full time member will pay $10 per week.

4) Notwithstanding the provision of paragraph (c), a member may elect in writing to pay subscriptions in a lump sum annually or by quarterly or monthly instalments; provided that where any such instalment is in arrears for a period of 4 weeks the balance of the annual membership subscription shall forthwith become due and payable.

5) An election by a member pursuant to paragraph (d), shall not be revoked without a written request from the member, such request being approved by the Management Committee:

6) A member shall be deemed to be un-financial if subscriptions are in arrears for a period of 4 weeks or greater: provided that where a member has signed and submitted to the employer an authority authorising the deduction of subscriptions from salary that member shall be deemed to be a financial member until such time as the authority is revoked or otherwise countermanded by the member. During that period in which a member is deemed to be un-financial that member shall not be entitled to attend meetings of the union or to exercise any of the rights or enjoy any of the privileges normally accruing from membership of the Union.

7) Members may resign from the Union according to this sub-clause.

a) A member may resign from the Union at any time by notice in writing to the Secretary.

b) A notice of resignation from membership of the Union takes effect:

i. where the member ceases to be eligible to become a member of the Union:

1. on the day on which the notice is received by the Union or

2. on a day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member,

whichever is later; or

ii. in any other case:

1. at the end of 2 weeks, or such shorter period as is specified in the rules of the organisation after the notice is received by the organisation; or

2. on the day specified in the notice;

whichever is later.

c) Any dues payable but not paid by a former member in relation to a period of time before the member's resignation took effect, may be sued for and recovered in the name of the Union, in a court of competent jurisdiction, as a debt to the Union.

d) A notice delivered to the Secretary, or any member of the Committee of Management shall be taken to have been received by the Union when it was delivered.

e) A resignation from membership 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.

8) Except as provided in paragraph (f) of this Rule the member, once admitted to membership shall be entitled to attend all meetings of the Union and take part therein and hold office.

9) No donation, payment or endorsement for any political party, candidate or campaign may be made without endorsement from a General Meeting of ISU members first.

10) The Management Committee may introduce Special Levy which will be applicable to all members equally. Only one Special Levy can be in place at any one time, and will be for an amount of $5 per week or less. The Management Committee will provide ISU Members with no less than 6 weeks notice for the commencement of a Special Levy. During the notice period this decision may be overturned by a Special General Meeting called by ISU Members under Rule 10(2).

## 6. Government of the Union

The policies of the Union shall be determined by majority decisions at Annual General Meetings, General Meetings and at Special General Meetings. Between General Meetings and subject to Rule 7, the day-to-day affairs of the Union shall be determined by majority decisions of the Management Committee.

## 7. Meetings

Any decision of the ISU may be rescinded or amended by electronic ballot provided that due notice of the intention to move for the rescission or amendment of such a decision has been given to the Secretary by a petition of no less than 7 members, relating to non-financial matters.

## 8. Annual General Meetings

1) Annual General Meetings shall be held in March of each year. The business of the Annual General Meeting shall be to:

a) receive and deal with a report from the Management Committee on the affairs of the Union during the preceding twelve months;

b) receive and deal with a report from the Treasurer on the Union's finances;

c) receive the Auditor's report, accounts and other statements provided for in the Act relating to the previous financial year;

d) consider motions of which due notice has been given by a member; and

e) deal with any other general business as determined by the meeting including fixing the date and time for future General Meetings.

## 9. General Meetings

1) General Meetings shall usually be held monthly but no less than 3 times per year. The business of General Meetings shall be to:

a) receive and deal with a report from the Management Committee on the affairs of the Union since the preceding meeting;

b) consider motions of which due notice has been given by a member, and

c) deal with any other general business as determined by the meeting including fixing the date and time for future General Meetings;

d) advise the Management Committee regarding the policies of the Union;

e) provide feedback to the Management Committee generally on the affairs of the Union, and any reports made to the meeting by the Management Committee;

f) contribute to the development and review of the financial management policies and procedures.

## 10. Special General Meetings

1) With the exception of a meeting called to amend the subscription fee provided in Rule 5, Special General Meetings may be called by the Management Committee to deal with any urgent important business specified in writing to be provided to all members sent not less than three (3) days before the date for which the meeting is fixed.

2) A Special General Meeting may be requested by a petition of not less than one quarter of the members of the Union at the date of a petition. The petition will include the matter, or matters, to be discussed and the Secretary shall provide a copy of the matter or matters specified in that the petition to all members not less than five (5) days before the Special General Meeting is held. The Special General Meeting will be held with ten (10) days of the Secretary receiving the petition. The business of Special General Meetings shall be limited to the business specified by the Notice of the Management Committee or by the petition; as the case may be.

## 11. Management Committee Meetings

The Management Committee shall meet not less than four times each year at a date, time and place jointly determined by the President and Secretary. The Secretary shall notify all other members of the Management Committee in writing giving no less than 7 days’ notice.

## 12. Quorums

1) Quorums at Annual General Meetings and Special General Meetings shall be one third of the membership plus one.

2) Quorums at General Meetings shall be seven financial members

3) Quorums at meetings of the Management Committee shall be three.

## 13. Management Committee

The Management Committee and Officers of the Union shall consist of the President, Vice-President, Secretary, Assistant Secretary and Treasurer.

## 14. Elections for Officers

1) The Returning Officer shall be the Australian Electoral Commission, or such other person that the ISU members at an Annual General Meeting, Special General meeting or General Meeting shall nominate, provided that;

a) They are not an Officer or Employee of the ISU

b) Must conduct an election in accordance with these Rules, the Fair Work (Registered Organisations) Act 2009, and shall not attempt to influence the decision in any way.

2) The term of office of the Officers shall be for two years, elected by secret postal ballot of all financial members of the Union. An election may be called by the Management Committee, or General Meeting, Special General Meeting or Annual General Meeting in accordance with these Rules. The notice will set out the dates for close of nominations, close of the roll of electors and the close of the ballot. The close of the roll of electors shall not be less than 7 days, or more than 30 days, before the nominations open.

3) All financial members of the Union shall be entitled to nominate for the offices to be elected by completion of a nomination form signed by the member nominating and by two other financial members and specifying the office or offices to which the member is nominated. If a nomination is defected, the person concerned will be notified and given an opportunity to resolve the defect within 7 days.

4) If the candidates duly nominated do not exceed the number required they shall be declared duly elected. If the candidates duly nominated exceed the number required a ballot shall take place during dates to be fixed by the Returning Officer. The order of candidates on the ballot paper will be determined by drawing the names from a hat with the first name drawn being the first name on the ballot and so on. The non-receipt of a ballot paper by any financial member shall not necessarily invalidate any election. The Returning Officer shall declare elected the candidates entitled to election.

5) Elections shall be conducted by a first past the post voting system provided that if two or more candidates have an equal number of votes the Returning Officer shall determine by lot which of such candidates is elected. The candidates elected shall take office two days after the declaration of the ballot and shall report to the Commission at the earliest possibility. Candidates may act as a scrutineer, or appoint a scrutineer in writing, signed by the candidate and reported to the Returning Officer. A scrutineer may be present when votes are counted.

6) A candidate shall not be eligible to hold simultaneously more than one of the offices listed herein, and that candidate shall be deemed.to be the successful candidate for only the higher or highest of such positions. The higher or highest position shall be ascertained from the following table:

a) President

b) Secretary

c) Vice-President

d) Assistant Secretary

e) Treasurer.

If a candidate who received the highest number of votes for an office is not eligible to hold that office, the candidate who received the next highest number of votes in the election for that office shall be declared elected to that office.

7) The Officers shall hold office until the election of their successors and shall be eligible for re-election but the office shall be vacated by their:

a) resigning office by notice in writing;

b) dying or becoming of unsound mind; or

c) being removed from office by a vote of members at a General Meeting under the provisions of sub-clause (8) here of;

d) ceasing to be eligible, under the rules of the Union, to be eligible to hold office.

8) An Officer of the Union may be removed from that office if found by majority vote of the members attending upon due notice a General Meeting of a charge brought by not less than four financial members of the Union that the Officer is guilty under the rules of the Union, of:

a) misappropriation of the funds of the Union;

b) a substantial breach of the rules of the Union; or

c) gross misbehaviour or gross neglect of duty.

Provided that no such vote upon that charge may be taken until the Officer concerned has been furnished by the members laying the charge not less than seven (7) days prior to that General Meeting with particulars of the charge reasonably sufficient to enable them to know the nature of the allegation made against them and the circumstances alleged to justify their removal and unless the Officer charged shall have the opportunity to attend the General Meeting and be heard in person if they so desire, or submit to the meeting a written statement and call witnesses or evidence relevant to the charge.

9) A General Meeting of members may approve the Management Committee to apply for an exemption to run an election without the use of the AEC. This would only occur with the approval of the General Manager of the Commission. If approval is not provided, the AEC will be used.

10) A member of the Union who is entitled to vote at any election held under these rules and will be absent from the members home address during the ballot, such member may apply to the Returning Officer for a ballot paper sent to an address such member nominates

## 15. Filling of Casual Vacancies

Casual vacancies arising in respect of one of the Officer positions may be filled by a majority vote of financial members present at the next scheduled General Meeting following the vacancy at which any financial member is eligible to be nominated and to fill the office for the unexpired portion of the remaining term of the office, provided that where a vacancy occurs within the first 12 months of the two year term, the vacancy must be filled by a formal election.

Where the incumbent takes a form of leave for a period not exceeding 8 weeks, but intends to return to the position on their return to work, their vacancy may be temporarily filled by a vote of the Management Committee. This appointment must be ratified by a vote of the membership at the next general meeting.

The above measure for filling temporary vacancies can occur at any stage in the two year term.

## 16. President

The President shall:

a) Preside at all meetings of the Union and sign the Minutes thereof;

b) preserve order at all meetings and provide impartial decisions on all questions including the interpretation of these rules submitted at meetings of the Union; and

c) exercise a deliberate vote only on any question.

## 17. Vice-President

The Vice-President shall assist the President in the maintenance of order during meetings and shall discharge the duties of President during the President's absence.

## 18. Duties of Secretary and Records of the Union

1) The Secretary shall keep minutes of all meetings of the Union, an up-to-date register of members and conduct and maintain records of the correspondence. The Secretary shall submit these records and books for inspection by any members upon reasonable notice being given of the request and also, in the same terms, by any other person with a financial interest therein.

2) Any member of the Association shall have the right to inspect at the registered office of the Union the books and documents of the Union, subject to the following:

a) Fourteen days written notice of any request to inspect any books or documents of the Union must be given by the member concerned to the Secretary, specify in which books and documents are required for inspection.

b) The Secretary shall not be required to produce for inspection any book or document of the Union which contains sensitive personal information or information of commercial value affecting the Union, its members or any group of members.

## 19. Assistant Secretary

The Assistant Secretary shall assist the Secretary and in the absence of the Secretary shall carry out all the duties of the Secretary

## 20. Treasurer

The Treasurer shall be responsible for the Union’s financial transactions and shall keep proper records of all revenue and expenditure and shall report to the Secretary who shall be the designated Officer for the purpose of completing on behalf of the Union all financial returns required by the Act. The Treasurer shall present a report on the Union’s financial transactions to the Annual General Meeting and to the Auditor when required. The Treasurer shall receive and bank all finance and draw cheques to pay the Union’s accounts. Cheques may be signed by the Treasurer and any one other member of the Management Committee.

## 21. Management Committee

1) The Management Committee shall develop and implement policies and procedures relating to the expenditure of the ISU. These policies will be made available to the ISU membership.

2) All Officers of the ISU will report, in writing, to the ISU membership within 6 months of the end of each financial year how much remuneration the Officer earned (including whether the earnings were nil, and including the value and nature of any non-cash benefits) with respect to being an Officer of the ISU.

3) All Officers will report, in writing, and as soon as practicable (such as at the next general meeting), of any remuneration paid to the Officer, because the Officer is a member of a Board or from any related party of the ISU in connection to the work of an Officer of the ISU. This is only required if being a member of the Board is a result of being an Officer of the ISU or was nominated by the ISU.

4) Each officer of the ISU shall disclose to the ISU any material personal interest in a matter that the officer (or a relative of the officer) has or acquires, that relates to the affairs of the ISU. The disclosure shall be in writing as soon as practicable after the interest is acquired. The Management Committee shall ensure the disclosure is made to the members, in writing, in relation to each financial year, within six months after the end of the financial year.

5) Within six months after beginning to hold an office, each officer of the union or a branch of the union whose duties include financial duties must complete training that has been approved by the Commission under section 154C of the Fair Work (Registered Organisations) Act 2009 covers each of the officer’s financial duties.

## 22. Auditor

1) The Auditor shall be appointed by resolution of an Annual General Meeting for a term of two years, provided that the Auditor who has been appointed at the commencement of this Rule shall be deemed to have been appointed for a term expiring on the date of the next Annual General Meeting after the commencement of this Rule. The Auditor shall fulfil the duties required by the Act and the Regulations in respect of the books and accounts of the Union in each financial year, which shall be from 1 July in one year to 30 June in the succeeding year.

2) The Auditor shall be qualified in accordance with the requirements of any applicable Act.

3) The Auditor may be removed during the term of their appointment only by resolution of the Management Committee passed at a meeting of the Management Committee by an absolute majority of the Members of the Management Committee. The Auditor shall have the right to be heard by the Committee before any vote is taken on a motion for the Auditor's removal: The grounds upon which the Auditors may be removed during the terms of their appointment shall be:

a) unprofessional performance;

b) gross misconduct;

c) neglect of duties; or

d) the charges for the services provided being considered by Management Committee to be unreasonable and excessive.

4) The Auditor's position shall automatically become vacant if the Auditor:

a) ceases to be qualified in accordance with the requirements of any applicable Act, or

b) resigns in writing, or

c) becomes incapable of performing the duties of the Auditor by reason of mental or physical incapacity.

## 23. Temporary Officials

In the absence of any Officers at Annual General Meetings, General Meetings or Special General Meetings a temporary replacement may be appointed from amongst the members present but who shall run the meeting during the course of the meeting concerned. Any decisions made at meetings held in the absence of any elected Officers shall be subject to confirmation by members at Annual General Meetings, Special General Meetings or General Meetings held in accordance with these Rules and with duly elected Officers.

## 24. Funds of the Union

1) The funds of the Union shall consist of subscriptions payable by members or monies received from any source whatever.

2) The funds of the Union shall be applied to the following purposes:

a) defraying the costs of management of the Union;

b) subscribing to any association or organisation with which the Union may, in accordance with these rules, co-operate or affiliate;

c) defraying any expenses incurred in making or opposing any application to a federal or state Industrial Commission or Court;

d) making payments in connection with any matters prescribed by these rules or affecting the general interests of members;

e) paying such sums as may be determined by the Management Committee to a special fund or funds; and

f) for and in connection with any other lawful object or purpose authorised by the rules of the Union.

g) The investment of surplus cash funds in accordance with these rules and the acquisition of property primarily or mainly acquired for the business of the Union shall be a valid exercise of this rule.

3) the funds of the union may be invested:

a) in current accounts; or

b) in fixed term deposits,

with any bank for the time being prescribed by law as a bank, or any Credit Union;

4) Except where otherwise provided, the Management Committee shall control the funds of the Union and subject to the advice of General Meetings shall also be responsible for the custody, control, acquisition and disposition of any other property of the Union;

5) The books of the Union shall be kept in accordance with the standards of any applicable Act and the Appropriate Australian accounting standards.

6) The Management Committee will report to the members the details of every payment made to a Related Party of the ISU (as defined), or to a Declared Person or Body (as Defined), in relation to each financial year, within six months after the end of the financial year.

## 25. Conditions for Loans, Grants and Donations

1) Any loan grant or donation must not be made by the Union unless the Management Committee:

a) has satisfied itself:

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

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

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

2) This rule shall not apply in relation to payments made by the Union by way of provision for, or reimbursement of, out-of-pocket expenses incurred by persons for the benefit of the Union.

## 26. Place of Meetings

All meetings of the Union shall be held at PSA House, 160 Clarence Street, Sydney, or such other place as the Management Committee may from time to time decide, provided that notice of the change shall be given to all members as part of the Notice for that meeting.

## 27. Registered Office and Seal

1) The registered office of the Union shall be 160 Clarence Street, Sydney in the State of New South Wales. The seal of the Union is to be kept in the custody of the Secretary and is to be affixed to a document only:

a) in the presence of at least two members of the Management Committee; and

b) with the attestation by the signatures of those members of the fact of the affixing of the seal.

2) Other documents not under seal may be executed on behalf of the Union by the Secretary, or in his or her absence, by the President.

## 28. Alteration of Rules

1) These rules may be amended or rescinded and new rules made in the manner provided in this rule. An alteration of the rules may be a complete or partial alteration of the rules, and may include the amendment, rescission and making of one or more rules

2) A rules change may be proposed by any two members or by resolution of the Management Committee and such proposals are to be notified to all members by due written notice under these rules prior to an Annual General Meeting or Special General Meeting where the proposed change is to be considered and voted upon. If approved by majority vote of that meeting the Secretary shall lodge the proposed change to the Commission for approval.

3) Where an alteration to the rules has been adopted and the Commission or nominee has refused to register the alteration in part or has imposed a condition on the registration of the alteration or pursuant to the Act has proposed an amendment to the alteration the Management Committee without further notice may adopt the alteration as approved or amended and on the conditions imposed.

## 29. Dissolution

1) The Union shall not be dissolved, nor its funds appropriated to any purpose other than those set forth in these rules, so long as seven (7) members are enrolled in the Register of members. Should the number of members at any time be reduced from any cause whatsoever to less than seven the Union may be dissolved and its registration under the Act cancelled by a vote of the majority of the members present and entitled to vote at a meeting duly summoned for that purpose.

2) The funds of the Union at the time of dissolution shall be applied to meeting the liability of the Union for its debts and the costs, charges and expenses of the dissolution or winding up of the Union before any distribution of such funds to its members, provided that the members of the Union at the time of such dissolution shall be liable to contribute on an equal basis to any payment of debts and liabilities of the Union and the costs, charges and expenses of such dissolution or winding up in the event that the funds of the Union are not sufficient to meet those liabilities or costs.

## 30. Expulsion and Discipline

1) The Management Committee shall have the power to discipline or expel any member found by the Management Committee to be acting:

a) contrary to these rules

b) Union.

2) Any member who wishes to lay a charge under this rule must do so in written form forwarded to the Secretary.

3) A member shall not be fined or expelled under this rule unless they have been given notice of the charge made and given a reasonable opportunity to present any defence to the charge.

4) Should the member wish to appeal the decision of the Management Committee they are entitled to appeal to a Special General Meeting of ISU members to overturn the decision.

5) The maximum fine that may be imposed by a member under this rule shall not exceed two hundred dollars ($200.00).

## 31. Instruments and Industrial Disputes

1) Before any agreements or other legal instruments are executed, they shall be put to a General Meeting of the Union for endorsement. Once endorsed, they shall be executed by any two members of the Management Committee.

2) An Industrial Dispute may be notified by any member on behalf of themselves.

3) An Industrial Dispute on behalf of a member or a group of members of the ISU may be made by any member of the Management Committee after a decision of the Management Committee, or after a decision of the members at a General Meeting, Special General Meeting or Annual General Meeting.

4) Notification of an Industrial Dispute to the Fair Work Commission will be made by the person who initially notified the dispute in either sub-section 31(2) or (3) above, or any member of the Management Committee if requested by a member having notified a dispute under sub-section 31(2).

## 32. Procedure at Meetings

1) An Annual General Meeting or General Meeting shall have power to make, vary or repeal By-Laws for the regulation of the affairs of the Management Committee and for the conduct of any General Meeting or Management Committee meeting of the Union.

2) In the absence of any of the Officers at a General Meeting another financial member present at the meeting may be appointed by the members present at the meeting for the duration of the meeting to fulfil the duties of Chairperson.

3) Proxy voting at any meeting of, the Union shall not be permitted. No person shall exercise more than one deliberative vote at any meeting.

4) All questions shall be decided by a majority of votes, and should there be an equality of votes on any question; that question shall be decided in the negative.

## 33. Local Delegates

1) The Management Committee may approve By-Laws governing the election of Authorised Delegates elected from a particular group or class of ISU members.

2) An Authorised Delegate elected under these By-Laws will be authorised to represent fellow ISU members; lodge disputes on behalf of fellow members; represent fellow members when meeting with the employer for any reason.

3) An Authorised Delegate will report their activities to the General Meetings and Annual General Meetings.

## Proposed By-Laws

Delegate By-Laws - Chapter 1

Authorised Delegates shall be elected for a period of 12 months but remain in place until a new election is conducted.

The number of Delegate positions shall be set at one delegate position for every 15 members, or part there of, of the Union (as determined at the date elections are called by the Management Committee) or at five, whichever is greater.

Delegates will be elected via a single electorate of all candidates, with members ranking them in their order of preference, and elected via a proportional system of voting.

The Secretary will conduct the ballot but may appoint another member, who can not be a candidate in that election, to conduct the ballot for the Union.

The Secretary will declare the elected nominees at any meeting of the Union and will also provide written confirmation of the elected Authorised Delegates to their employer.

The Management Committee will generally invite the Authorised Delegates to have input into the running of the ISU in between meetings.

An Authorised Delegate may resign at any time during their term and will be replaced by the Management Committee, with consideration first given to unsuccessful candidates at the last election of Authorised Delegates and the position held by the resigning Delegate.

An Authorised Delegate will not have financial decision making responsibilities.

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