

**CWU - COMMUNICATIONS DIVISION T. & S. BRANCH (NSW)
RETIREED MEMBERS ASSOCIATION
CONSTITUTION AND RULES**

- 1. NAME** The Association shall be known as "CWU, COMMUNICATIONS DIVISION, NSW TECHNICAL AND SERVICES BRANCH, RETIRED MEMBERS ASSOCIATION".
- 2. ADDRESS.** The official address of the Association shall be that of the elected secretary, and all correspondence shall be so addressed.
- 3. OBJECTIVES.**
- (i) To take appropriate measures to secure, maintain and improve the superannuation and pension rights of Association members by direct activity and/or co-operation with organisations with similar objectives, on a non-party political basis.
 - (ii) To provide an accessible forum for discussion of matters relative to the welfare of Association members.
 - (iii) To arrange functions to encourage harmonious fraternisation between Association members.
- 4. MEMBERSHIP.**
- (i) Membership entitlement shall be available to any former member of the CWU - Communications Division (NSW) Technical And Services Branch, its predecessors and their spouse. No new member can vote at meetings until one month from date of payment of membership subscriptions.
 - (ii) The spouse of a deceased member shall have honorary membership.
 - (iii) Any retired member of a union which does not conduct a Retired Members Association shall be eligible to be a member of the Association, after nomination by a member of this Association.
 - (iv) Honorary Life Membership may be conferred upon any Association member having performed extraordinary service to the Association, such conferment to be endorsed by a General Meeting.
- 5. MANAGEMENT.**
- (i) General meetings of the Association duly convened under these rules shall be the highest authority of management, and shall:
 - a. Control the affairs of the Association.
 - b. Set the membership joining fee.
 - c. Elect officers to any vacancies on the management committee.
 - d. Authorize and create sub-branches in the State of New South Wales.
 - e. Appoint auditors.
 - (ii) General Meetings shall be held monthly, except in the months of December and January, when the Association shall be in recess, at a suitable venue located not more than twelve (12) Kilometers from the Sydney GPO, unless a General Meeting decides otherwise. One country or regional meeting shall be held each year to promote the aims of the organization.
 - (iii) The Annual General Meeting shall be held in February each year and shall be followed immediately by the February Monthly General Meeting.
- The ONLY business of the Annual General Meeting shall be: 1. APOLOGIES, 2. MINUTES OF PREVIOUS ANNUAL GENERAL MEETING, 3. ANNUAL REPORT & AUDITED FINANCIAL STATEMENT & BALANCE SHEET, 4. ELECTION OF OFFICERS & RETURNING OFFICER.**
- (iv) An extraordinary General Meeting may be called...
 - a. At the discretion of the management committee.
 - b. Upon receipt by the secretary of a requisition signed by not less than 25 financial members of the Association
 - (v) The date of any General Meeting of any type shall not be earlier than seven (7) days of the accepted date of posting of complete advice to the members. The quorum for any such meeting shall be not less than twenty (20) members.
 - (vi) In the event that a General Meeting fails for lack of a quorum, a quorum of management committee members, if present, shall conduct the business of the meeting. A quorum of management committee shall be one half plus one.
 - (vii) A committee of management shall be elected at the Annual General Meeting and shall consist of the following: President (1); Vice-Presidents (2); Secretary (1); Assistant Secretary (1) ; Treasurer (1) , plus a number of members assisting, such number shall not exceed 15, and a Welfare Officer who shall have power to co-opt.
 - (viii) The duties of the Secretary and Treasurer may be combined as found expedient and consistent with effective and efficient control.

(ix) The Committee of management shall conduct the affairs of the Association between general meetings and shall report its actions to the next general meeting.

6. DUTIES OF OFFICERS:

PRESIDENT

(1) Preside at all meetings when conveniently possible. In the absence of the President a Vice-President shall preside. In the absence of the President AND both Vice-Presidents the meeting shall elect a chairperson. In all cases the presiding officer shall have a casting vote where necessary.

(ii) Shall be ex-officio member of all sub-committees.

(iii) With the exception of sub-committees the presiding officer can exercise a casting vote on all motions.

SECRETARY

(1) Convene and attend all meetings when conveniently possible and take, or arrange for effective recording of, all minutes of business transacted thereat, and enter same in an appropriate minutes book.

(ii) Ensure safe custody of all books and documents as are necessary for proper records of the proceedings of all meetings, and maintain an assets register.

(iii) Keep an accurate and up to date record of the names and addresses of all members, together with all relevant data. A list of all members be circulated with the Newsletter each year.

(iv) Shall be under the control and direction of the committee of management.

(v) Shall be ex-officio member of all meetings called, and except for Annual and General meetings, shall have voice but no vote.

(vi) Shall prepare and submit periodical reports on Association activities to the committee of management as required.

(vii) Shall attend to all correspondence for the Association.

ASSISTANT SECRETARY

(i) Where elected, shall be under the direct control of the secretary and shall perform such duties as can be reasonably expected.

(ii) Act as secretary in the secretary's absence.

TREASURER.

(i) Collect all monies on account of the Association's activities and any receipt issued by this officer shall be sufficient discharge of payment and liability.

(ii) Keep effective books and accounts relative to financial affairs and transactions of Association activity, such systems of recording to show fully the financial position of the Association at all times.

(iii) All monies received shall be paid into the relevant bank account of the Association as early as is reasonably convenient. Any two of the following shall sign the cheques: President, Vice-Presidents, Secretary/Treasurer, Assistant Secretary.

(iv) All documents and record books relevant to the Association activities shall be readily available to duly appointed Auditor/s and also to the committee of management if requested.

(v) Shall submit a statement of finances to all general meetings and committee of management meetings.

(vi) As early as possible alert the President or other responsible officer of the committee of management of any matters considered to be of financial consequence to the Association.

MEMBERS ASSISTING.(i)Attend committee of management meetings as required and as conveniently possible

(ii) Assist the Secretary, when convenient, in the production and distribution of Newsletters, notices of meetings, etc.

7. BUSINESS AND FINANCIAL YEAR.

(i) Business and financial year of the Association shall be from the 1st. day of January to the 31st. day of December each year.

8. STANDING ORDERS (i) Standing orders for all general meetings shall be as follows:

1. Record of attendance and welcome by chairperson to new attenders and visitors to meeting.
2. Apologies.
3. Confirmation of minutes of previous meeting.
4. Business arising from such minutes.
5. Correspondence.
6. Reports including Accounts and Financial Statement.
7. Motions of which notice has been given.
8. Election or appointment of officers.

9. General Business.

10. Meetings shall have fixed time of two (2) hours and shall require a motion for an extension duly carried at the meeting to exceed that time.

- 9 .RULES OF DEBATE.**(i) At all meetings of the Association the accepted rules of Parliamentary debate shall apply
(ii) No member shall be allowed to speak for longer than five (5) minutes on any one motion, and only once upon a motion or amendment. The mover, in reply, shall not speak for longer than five (5) minutes. Speakers may be granted an extension of time by consent of the meeting.

10.CONSTITUTION AND RULES.

- (i) Every member of the Association shall be entitled to receive a current copy of the Constitution and Rules, and a copy shall be available for inspection at all Association meetings.
(ii) The Constitution and Rules of the Association may only be amended or added to by a general meeting under the following conditions:
a...All proposed amendments to the constitution shall be submitted in writing to the Secretary and shall be signed by both the mover and seconder.
b...Such motion shall be in the hands of the Secretary in time for all members to be duly notified by post of the proposed motion at least fourteen (14) days prior to the meeting at which the motion is to be presented. The mover and seconder must be in attendance at the meeting or the motion shall lapse.
c...Amendments to the Constitution and Rules shall be carried by seventy-five (75) % of votes cast.

11. POWERS OF THE CHAIR.

- (i) The chairperson has power to suspend from the meeting any member who obstructs the business of the Association, and ask that member to retire. If he/she refuses he/she shall be called upon to show cause why he/she should not be dealt with under Rule 11(ii).
(ii) Where it appears that a member has acted against the interests and welfare of the Association, it shall be the duty of the Association to call upon such member to explain such action, and, in the event of a satisfactory explanation not being forthcoming, the Association shall have power to expel such member from the Association.

12. DISSOLUTION

If at any time it is desired to terminate the existence of the Association a notice of motion must be given which will be dealt with at a specially summoned meeting.

February 1984.

Revised March 1994.

Revised February 1995. 5. Management (vii) & (viii) amended 26.2.1998.

5. Management (vii) amended 28.2.2002. (insert 3 year term)

5. Management (vii) amended 26.2.2004 (delete 3 year term)

Revised April 2012

4.Membership (v) delete whole paragraph (now life membership)

5.Management (i)b change to read set membership joining fee(no annual fee)

Revised March 2013

**10.Constitution (ii)a delete “financial”(Who shall both be members of the assoc.)
Changed name from CEPU to CWU**