

**RULES OF THE  
WESTERN AUSTRALIAN CLOTHING AND ALLIED TRADES'  
INDUSTRIAL UNION OF WORKERS, PERTH**

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**RULES  
OF THE  
WESTERN AUSTRALIAN CLOTHING AND ALLIED TRADES'  
INDUSTRIAL UNION OF WORKERS, PERTH**

**1 - NAME AND OFFICE**

The name of the Union shall be "The Western Australian Clothing and Allied Trades' Industrial Union of Workers, Perth" the registered office of which shall be Labor Centre, 82 Beaufort Street, Perth, or such place as the Committee of Management shall determine, at which shall be conducted the business of the Union. Any change in such Registered Office shall be duly registered.

**2 - DEFINITIONS**

In these Rules, except where otherwise specially provided all words referring to or indicating female members means and includes male members.

"The Act" shall mean the "Industrial Arbitration Act, 1912 as amended".

**3 - OBJECTS**

The objects of the Union shall be to raise funds by means of entrance fees, contributions, fines, levies, etc., for the purpose of -

- (1) Regulating the conditions of employment of members by Industrial Agreement or Awards.
- (2) Advancing the trade interests of members.
- (3) Improving the standard of living of members.
- (4) Opposing the evil of Asiatic competition.
- (5) Resisting the sweating evil.
- (6) Aiding financial members in distress; Provided that no member shall be entitled to be advanced under this clause a larger sum of money than she had paid into the funds of the Union.

- (7) Assisting kindred societies.
- (8) Abolishing the system of piecework by every legitimate means.

#### **4 - CONSTITUTION**

- (1) The Union shall consist of an unlimited number of workers employed, or usually employed, in or in connection with the Clothing Trade Industry, including all persons making and/or repairing, and/or dyeing, and/or cleaning, tailor-made garments, ready-made garments, waterproof clothing, costumes, dresses, mantles, collars, shirts, pyjamas, under-clothing, caps, bonnets, helmets, hats of every description, millinery, gloves, handkerchiefs, serviettes, pillow-slips, pillow-shams, sheets, tablecloths, lampshades, aprons, neckwear, embroidery, furriery, or any male or female articles of wearing apparel of any description, together with all persons manufacturing cloth, blankets, or rugs. Provided that no person who is eligible to be a member of any other industrial union registered pursuant to the Act, in accordance with the constitution of such union registered on 5th March, 1935, shall be eligible for membership of this Union.
- (2) This Union shall also consist of members who are paid or full-time Officers or Officials of the Union or any other persons employed by the Union whilst so employed or elected and such members shall be entitled to all the benefits and privileges of membership and shall be regarded for all purposes of these rules to have been or be working in the industry of the Union.
- (3) No Person shall be a member (except in the capacity of an honorary member) who is not a worker within the meaning of the Act.

#### **5 - ADMISSION TO MEMBERSHIP**

- (1) Any person eligible in accordance with the provisions of rule 4 to become a member and wishing to join the Union, on making application as referred to herein to the Secretary or to such other person as the Committee of Management may empower to enrol members and on payment of the entrance fee prescribed, shall have her name entered in the register of members. The Rules of the Union shall be binding on every member after her enrolment.
- (2) Each member shall sign the application for membership form as may be approved by the Committee of Management and shall be duly proposed and seconded by financial members of the Union. Any member who may be engaged in work other than that referred to in rule 4 for a period not exceeding three months at any time shall be permitted to continue her membership of the Union, if she so desires, without payment of contributions, but shall have no vote and shall be ineligible to hold office or any position in the Union, provided that this provision shall not apply to any person who ceases to be usually employed in the industry referred to in rule 4.
- (3) Financial members of any branch of the Clothing and Allied Trades Union of Australia shall be entitled to admission to this Union without payment of the entrance fee prescribed on production of a clearance card from the branch, provided such card is lodged with the Secretary or other person empowered to enrol members within one calendar month from the date of commencing work in the industry and in the locality in respect of which the Union is registered.

(4) ENTRANCE AND CONTRIBUTION FEES

- (a) Subject to the provisions of paragraph (b) hereof, the entrance fees into this Union shall be \$3.75 for adults and Juniors 18 years of age and over and \$1.95 for Juniors under the age of 18.
- (b) The amount of entrance fees prescribed in paragraph (a) hereof may be increased to such amount as is prescribed in this paragraph in the case of any person.

The amount to which the entrance fee prescribed in paragraph (a) hereof, may be increased, in accordance with this paragraph, to an amount not exceeding \$20 in the case of Adults and Juniors 18 years of age and over, and \$10 in the case of Juniors under 18 years of age, as the candidate for membership should have paid in contributions if she had become and/or continued to be a member as the case may be during the whole period of the employment herein referred to; provided always that the Committee of Management may reduce the amount of the entrance fee prescribed in this paragraph to such amount as it may be deemed expedient.

- (c) Contributions to the Union for adults and Juniors 18 years of age and over shall be at the rate of one percent of classification 5 of the Clothing Trades Award 1973 or classification 4 of the Clothing Trades Award 1982 (whichever is the higher) per week, payable quarterly in advance. Juniors under 18 years of age shall pay contributions equal to half the rate of adult contributions. Such contributions shall be calculated to the nearest five cents.

Provided always that the Committee of Management may reduce the amount of contributions in this paragraph to members who can prove they have paid contributions for the same quarter to the Clothing and Allied Trades Union of Australia, Western Australian Branch.

- (d) Where agreement for the deduction of contributions from wages has been reached with the Union, the member and the employer, the weekly contribution shall be one fifty second of the member's annual rate, calculated to the nearest cent (.5 cent being deemed to fall in the greater half of one cent).
- (e) Where agreement for the deduction of contributions from wages has been reached with the Union, the members and the employer and any contributions, fines and levies due and owing to the Union have been paid by the member to the time the agreement was reached, the member shall be deemed to be financial whilst the agreement is in force.
- (f) Where an employer ceases to deduct contributions, the balance of the contributions for that quarter shall be payable by the member within 14 days of the last deducted contribution.

## **6 - HONORARY MEMBERS**

- (1) Members who have retired from the trade, in respect of which this Union is registered, and who are employed at a trade not covered by an Industrial Union, may make application to the Union to become Honorary Members on payment of \$10.
- (2) A person admitted as an honorary member pursuant to the provisions of this rule shall not be liable to pay contributions or levies and shall not be entitled -
  - (a) to any pecuniary assistance from the union; or
  - (b) to vote on any matter connected with the union; or
  - (c) to be a candidate for any position on the Committee of Management.

## **7 - RULE BOOK AND MEMBERSHIP CARD**

On payment of \$1.00 each member shall be supplied with a Rule Book on demand, and membership cards shall be supplied to all financial members at the beginning of each financial year, or at the time of joining the Union.

## **8 - POWER TO COLLECT LEVIES**

Should it be decided to strike a levy by a resolution carried at a Special Meeting called for that purpose, every member, other than those set out in Clause (d) shall pay such levy.

- (a) Levies shall not exceed \$10.00 per week.
- (b) Unpaid levies shall be deemed arrears of contributions.
- (c) Levies shall be collected for the following purposes:-
  - (i) To aid distressed financial members.
  - (ii) To defray expenses in conducting proceedings in the Western Australian Industrial Commission or other Industrial Tribunal under an Industrial Act of Parliament in which this Union may be concerned.
  - (iii) To assist the finances of the Union when the Management or General Fund established under the rules has fallen below \$2,500.
- (d) Juniors shall be exempt from payment of levies unless it is specifically set out in the resolution that they are to pay such levy.

## **9 - ACCEPTING EMPLOYMENT**

- (1) A member ceasing work shall report to the Union Office within twenty-four hours.
- (2) A member who accepts a fresh engagement shall notify the Union office of such acceptance within 24 hours of commencing work under such engagement.

## **10 - UNEMPLOYED MEMBERS**

- (1) A record shall be kept by the Secretary in which the names of all members who become unemployed shall be entered.
- (2) A financial member who is unemployed for a period of time shall not be required to pay contributions in respect of such time. Provided that any unemployed member who fails to notify the Secretary either verbally or in writing that she is out of work, who fails to accept a situation offered by the Secretary, or who fails to report to the Union office every seven days shall not be entitled to any reductions of contributions for the period she was unemployed.
- (3) Any claim for exemption under this rule shall be made to the Committee of Management, who may grant or refuse such request subject to appeal to a General Meeting.

## **11 - ARREARS**

- (1) A member shall be unfinancial if the whole of her contributions, fines, levies and penalties are not paid on or before the last day in each quarter. Unpaid fines, levies and penalties shall be arrears of contributions. Quarters shall end on the last day of February, May, October and November.
- (2) The Committee of Management shall have power to cancel the whole or any part of a member's arrears of contributions. Provided that this clause shall not operate to prevent a member who is in arrears of contributions for twelve months from being struck off the register of members in accordance with Rule 13.

## **12 - UNFINANCIAL MEMBERS**

An unfinancial member shall not be entitled to any benefits nor take part in any business of the Union until a period of fourteen days shall have elapsed after payment of her arrears of contributions.

## **13 - RESIGNATIONS, WITHDRAWALS, AND REMOVALS**

- (1) Any member desiring to discontinue her membership of the Union shall give at least three months' written notice to the Secretary of her intention to do so, or pay a sum equal to three months' contributions in lieu of notice, and until such member has paid all fees, fines, levies, or other dues payable by her under these rules to the end of the period covered by such notice, or has obtained a clearance card duly issued in accordance with these rules, such membership shall not cease until the period of notice has elapsed. (Disallowed - see Order No 448 of 1996 of 4th July 1996)
- (2) If a member allows her contributions, regardless of the amount, to be in arrears for twelve months, she shall be forthwith struck off the register of members, but striking off shall not relieve such member from payment of such arrears. (Disallowed - see Order No 448 of 1996 of 4th July 1996)

- (3) The Committee of Management shall remove from the membership register the name of any member who is not a bona-fide worker in the industry and such member shall then cease to be a member. The decision of the Committee of Management as to whether or not the member is a bona-fide worker in the industry shall be subject to appeal to a General Meeting.

#### **14 - CLEARANCE CARDS**

Any member wishing to draw her clearance shall notify the Secretary in writing of her intention and pay all contributions - fines, levies or other dues owing to the Union under its rules. The Secretary shall then grant the clearance.

#### **15 - MANAGEMENT OF UNION**

- (1) The business of the Union shall be conducted in accordance with the rules by a Committee of Management consisting of the offices of the President, the Vice President, the Secretary, two Trustees and one Committee member.
- (2) All persons holding offices of Committee member immediately prior to the registration of this rule shall continue to hold those offices until the expiry of their terms of office or until they resign. Thereafter the number of offices of Committee member shall be reduced to six as provided above.

#### **16 - RESIGNATION OR REMOVAL OF MEMBERS OF THE COMMITTEE OF MANAGEMENT**

- (1) Removal of members of the Committee of Management. A member of the Committee of Management may resign on giving the Union one month's notice in writing.

A member of the Committee of Management may be removed from Office by the Committee of Management at a meeting of the Committee to which the person concerned have been summoned in writing to show cause why they should not be removed from Office. Provided that such person shall not be removed from Office unless they have been found guilty of misappropriation of the Union funds, a substantial breach of these Rules or gross misbehaviour or gross neglect of duties, or have ceased according to these Rules to be eligible to hold Office.

A person summonsed to show cause as to why they should not be removed from Office shall be given 14 days notice of the time and the place of the meeting of the Committee of Management, and specify the grounds upon which it is considering such removal.

The Committee of Management may proceed to hear and determine the matter notwithstanding the absence of the person summonsed, if due notice has been given.

Natural justice shall be shown to such charged Committee of Management member. After the laying of charges and evidence given by the member charging and the answer to charges given by the summonsed member, the two shall retire from the meeting to allow the Committee of Management to deliberate.

Should the Committee of Management proceed to remove the charged person from Office the person so charged shall be called before the Committee of Management where a motion passing such resolution shall be read to such member and they shall vacate their Office at a time specified by that meeting.

- (2) Any Officer charged and removed whose position is that of paid official shall have the right to apply to the Union Office within 14 days of their receiving notice of the decision, for a ballot of financial members of the Union to appeal against such decision. The Union shall appoint a Returning Officer and have a ballot within two calendar months of such appeal.
- (3) Casual vacancies shall, if considered necessary by the Committee of Management, be filled in accordance with the provisions of these Rules, provided that any person so elected shall hold Office only for the unexpired portion of the term of Office of the person vacating the Office.
- (4) Should the Committee of Management decide not to fill a casual vacancy the vacancy shall be filled in accordance with these Rules, if a requisition signed by at least 40% of the financial members of the Union eligible to elect a person to fill the casual vacancy is delivered to the Secretary, in which case the Committee of Management shall take immediate steps to comply with such requisition.

#### **17 - POWER TO IMPOSE FINES**

The Committee of Management shall have power to impose a fine not exceeding \$20.00 for each offence on any member who -

- (a) Fails to attend a Committee of Management, General, or Special Meeting when summoned to do so by the Secretary.
- (b) Fails to obey any lawful resolution passed by the Union.
- (c) Violates any rule of the Union.

Provided that any member dealt with under this rule may appeal to a Special Meeting called for that purpose. Notice of such appeal shall be submitted in writing to the Secretary within 21 days of the imposition of the penalty. The Secretary shall on receiving a notice of appeal call a Special Meeting as soon as possible.

#### **18 - CONTROL OF COMMITTEE OF MANAGEMENT**

Upon the written request of five per cent of the financial members of the Union, the Secretary shall call a Special Meeting to review any business which has been transacted by the Committee of Management.

#### **19 - NOMINATION OF OFFICERS**

- (1) Subject to rule 12 each financial member shall upon the completion of twelve months' continuous financial membership preceding the closing date calling for nominations, be eligible to stand for election to fill any position on the Committee of Management.

- (2) Nominations for all positions to be filled shall be in the hands of the Returning Officer on or before the last meeting night in November, or such other date as the Returning Officer shall determine.
- (3) Each nomination shall be in writing signed by the nominating candidate, and shall be in the form from time to time prescribed by the Committee of Management and shall be forwarded to the Returning Officer. Only nominations received by the Returning Officer before midday on the closing date shall be deemed to have been duly received nominations. The Returning Officer shall determine the place of lodging nominations of candidates for election.

## **20 - ELECTION OF OFFICERS**

- (1) Elections for the offices of the Committee of Management shall be by secret postal ballot in accordance with the Industrial Arbitration Act (Election by Postal Ballot) Regulations 1977.
- (2) Members who have completed three months continuous financial membership and who were financial at the preceding quarter of the "closing date", shall have the right to vote at elections.
- (3) The sections of the industry referred to in subrule (1) of rule 15 hereof shall be as follows
 

Cutters	- all sections.
Machinists	- all sections.
Tailor or Tailoress	- Order or Stock Male Garments.
Examiners, pressers, and cottoners and finishers	- all sections.
Dry Cleaner or Presser	- Dry Cleaners section.
Alteration Hand	- all sections.
- (4) Each member of the Committee of Management (other than Trustees' and the Secretary) shall hold one office only.

## **21 - INSTRUCTIONS TO RETURNING OFFICERS**

- (1) A "Returning Officer" shall be appointed by the Committee of Management. Such a Returning Officer shall not be an Officer or employee of the Union nor an intending candidate for election. The Returning Officer then so appointed will determine the time and dates of the commencement and close of the period for lodging nominations of candidates for election for any office of the Committee of Management (hereinafter called the "closing date").
- (2) The Returning Officer shall, not less than 14 days and not more than 21 days before the date of commencement of the period for lodging nominations of candidates for an election shall have published in one newspaper circulating widely in the State a notice setting out the Union's name, the title of office, the form in which nominations are to be made, the place for lodging nominations, and the times and dates of commencement and close of the period inviting nominations from financial members eligible for such office.

- (3) The President shall announce such dates at a General Meeting of the Union. The closing date shall be a date not more than three days before a date on which a General or Special Meeting of the Union which shall be called. The Returning Officer shall at the next General or Special Meeting of the Union held after the closing date, announce to the meeting the nominations received and whether any of the candidates so nominated are ineligible. In the event of no quorum being present at such a meeting the Returning Officer shall make the announcement to those present.
- (4) The Returning Officer shall check the nominations received with the records of the Union and with such assistance as she may from the Secretary of the Union; shall determine whether the persons so nominating are eligible under the rules to nominate as candidates. If the Returning Officer finds a nomination to be defective, she shall before rejecting the nomination, notify the person concerned by telegram of the defect, and where it is practicable to do so, give her the opportunity of remedying the defect within such period as the Returning Officer shall determine, which shall where practicable be not less than seven days after her being so notified.
- (5) Any candidate may withdraw her nomination before the closing date by a witnessed and signed withdrawal.
- (6) Where no more eligible candidates nominate than are required to fill any position or positions vacant, she or they shall without holding an election be declared to have been duly elected. On receipt from the Returning Officer of her Certificate the Committee of Management shall arrange for the Returning Officer to announce the result of the ballot at the next General Meeting of the Union but the successful candidates shall assume office as from the close of the meeting of the Committee of Management at which the Certificate of the Returning Officer is tabled as having been received.
- (7) In all cases not falling within sub-rule (7) the Returning Officer shall proceed with the conduct by secret ballot of the election in accordance with the Election by Postal Ballot Regulations 1977 of the Act.
- (8) Members shall record their votes by placing a cross in the box opposite the name of the candidate of their choice and the candidate receiving the greatest number of votes shall be declared elected.
- (9) In the event of any candidates for office having an equal number of votes, then any such candidate who is the retiring office holder and is applying for re-election shall be declared elected, and in the event of there being no such distinction between the candidates the question shall be decided by the Returning Officer drawing lots in the presence of the tied candidates.

## **22 - DUTIES OF PRESIDENT AND VICE-PRESIDENT**

The President's duty shall be to preside at all meetings, preserve order thereat, and give an impartial ruling on all questions submitted to her.

The duty of the Vice-President shall be to preside in the absence of the President, and at other times to generally assist the President in preserving order.

In the absence of both the President and Vice-President a chairman shall be appointed by the meeting and her duties for the purpose of that meeting shall be similar to those of the President.

### **23 - DUTIES OF SECRETARY**

- (1) The Secretary shall be in attendance at the Union office at such hours as the Committee of Management may decide, attend all meetings of the Union and keep a correct record of all business transacted thereat.
- (2) She shall prepare a yearly Balance Sheet and supply a copy to any member on demand at reasonable notice, prepare a yearly report for the information of members, prepare and forward all returns and information required by the Registrar of Industrial Unions and any other returns required to comply with the law.
- (3) She shall keep a clear and correct record of all receipts and expenditure in connection with the Union, and such other accounts as may be necessary.
- (4) She shall register the names, occupations and addresses of all members in the membership register.
- (5) She shall conduct all correspondence, give all notices, receive all monies, pay all accounts and deposit all monies received into the bank within forty-eight hours.
- (6) She shall be the custodian of the Official Seal of the Union, and be an ex-officio member of all committees, but shall not have a vote on any matter in which she has a pecuniary interest.
- (7) She shall furnish the Auditors with a correct account of the year's financial transactions and produce all bank vouchers and other documents in connection therewith.
- (8) She shall be the custodian of the movable property of the Union.

### **24 - DUTIES OF TREASURER**

The Treasurer shall attend all meetings of the Union and Committee of Management. She shall examine all accounts passed for payment, and shall produce the Bank Pass Book for the inspection of the Committee of Management, Auditors, or Trustees when called upon.

### **25 - DUTIES OF TRUSTEES**

- (1) The Trustees shall act in conjunction with the Secretary for the purpose of withdrawing the funds of the Union, or any part of the same as directed by the Union.
- (2) The control of property except movable property of the Union shall be vested in the Trustees and the Treasurer of the Union.
- (3) Any two signatures of the following officers - President, Vice President, Secretary, Trustees, shall be necessary for the withdrawal of money from the bank.

## **26 - AUDITORS**

The accounts, books, vouchers, and documents of the Union shall be audited after the closure of the financial year which shall be November 30th in each year, by a certified accountant who shall not be a member of the Union nor the staff of the Union. Such Auditor shall be appointed by the Committee of Management and shall hold office during the pleasure of the members of the Union.

## **27 - DUTIES OF SHOP DELEGATES**

- (1) Each shop may appoint its own delegate, whose duty shall be to collect all monies of the Union from members in the shop, pay same to the Secretary and report any violation of the Union Rules or Award or Agreement in their respective shops.
- (2) They may receive 7 1/2 per cent of all Union monies, other than levies, collected by them.
- (3) Provided that the appointment of a Shop Delegate shall not take effect until the appointment has been endorsed by the Committee of Management.

## **28 - ORGANISER**

The duties of Organiser when appointed shall be to organise and assist the Secretary, when and where the Committee of Management may direct, and to report to the Committee of Management.

## **29 - MEETINGS**

- (1) General Meetings shall be held in the months of March, June, September and December at the Labor Centre, Perth unless otherwise decided by the Committee of Management or by a Special or General Meeting of the Union.
- (2) The Annual Meeting shall take place on the first Wednesday in February of each year, provided that the Committee of Management shall have the power to postpone the Annual Meeting to a later date if circumstances warrant such action. Members shall be notified of the holding of all General Meetings, Special Meetings and Annual Meetings by publication in the Union Journal.
- (3) A Special Meeting may be called at any time by the Committee of Management or by resolution at a General Meeting, or by requisition of five per cent of the financial members of the Union delivered in writing to the Secretary.

## **30 - QUORUM**

At any Committee of Management meeting one half of the members of the Committee shall form a quorum. At any general, special or annual meeting of the Union five members shall form a quorum.

### **31 - VOTING AT MEETINGS**

- (1) At all meetings the voting shall be by show of hands by the financial members present unless a division is called for by at least five of those members.
- (2) A member shall not be allowed to vote on any division unless she was present when the question was put.
- (3) A member shall not be allowed to vote on any question in which she has a pecuniary interest.

### **32 - ALTERATION OF RULES**

- (1) Should it be advisable to amend, repeal, alter or add to these Rules notice of amendments shall be published in the Union Journal and distributed two weeks before an advertised meeting of the Union can pass such amendments or alterations.
- (2) No amendments, repeal, alteration or addition to these Rules shall be made unless the amendment, repeal, alteration or addition has been passed and approved by a vote of the majority of the members of the Union eligible to vote present at a meeting called for the purpose of passing such advertised amendments and that reasonable steps have been taken to adequately inform the members -
  - (a) of the proposal for alteration and the reasons therefor; and
  - (b) that the members or any of them may object to the proposed alteration by forwarding a written objection to the Registrar,

### **33 - INDUSTRIAL AGREEMENTS**

- (1) Before an Industrial Agreement is entered into with any other party a Special Meeting shall be convened at which the suggested agreement shall be considered. Such Agreement shall be endorsed only if supported by a majority of the members present and entitled to vote.
- (2) All Industrial Agreements, deeds and instruments shall be made and executed on behalf of the Union by the Secretary under the seal of the Union.

### **34 - DISPUTES**

All industrial disputes in which this Union or any of its members may be concerned shall, unless settled by mutual consent, be referred for settlement pursuant to the Act.

### **35 - DISPUTES BETWEEN MEMBERS**

All disputes between members and the Union or between any two or more members shall be referred to the Committee of Management for hearing and determination. Any member dissatisfied with the decision of the Committee of Management may appeal to a General or Special Meeting of the Union.

### **36 - CHARGES AGAINST MEMBERS**

- (1) A charge against a member shall not be entertained by the Union unless a written statement giving particulars of the charge shall be delivered to the Secretary with the name and address of the person making the charge.
- (2) Upon receipt of this the Secretary shall notify the person concerned of the charge against her, and request her, and also the person making the charge to attend a Meeting of the Union for the purpose of investigating the matter.
- (3) If the charge is sustained by the Meeting the member shall be dealt with according to Rule 17.

### **37 - REPRESENTATION**

Unless otherwise decided by a Special Meeting of the Union the Secretary of the Union shall represent the Union when it appears before the Western Australian Industrial Commission or any other industrial tribunal.

### **38 - APPLICATION OF FUNDS**

- (1) All monies collected on behalf of the Union shall be paid into the General Fund, or invested in the manner approved by the Committee of Management and applied in carrying out the objects of the Union according to these rules.
- (2) No part of the funds or property of the Union shall be paid or applied for or in connection with, or to aid or assist any person or persons engaged in any strike or lock-out in Western Australia.

### **39 - RETURNS TO REGISTRAR**

- (1) The Secretary shall, within one calendar month after the completion of the yearly audit of accounts, deliver to the Registrar of Industrial Unions a duly audited Balance Sheet of The Assets and Liabilities of the Union as at November 30, and also a duly audited Statement of the Receipts and Expenditure during the year preceding that date.
- (2) In the month of January in every year a list of the names, postal addresses and occupations of officers and Trustees and the number of members in the Union as at the close of the last preceding month shall be supplied to the Registrar of Industrial Unions by the Secretary.

### **40 - INSPECTION OF BOOKS**

Any person having an interest in the funds of the Union may inspect the Register of Members, Books, Documents and other property of the Union at any reasonable time and at reasonable notice.

#### **41 - DISSOLUTION OF UNION**

- (1) Should the number of members at any time be reduced to less than fifteen, or a dissolution of the Union be decided on, the funds and other property of the Union shall be placed in the hands of such body as a meeting may decide for the purpose of reorganising.
- (2) If at any time members decide to dissolve, one month's notice in writing shall be given to the Secretary who shall call a Special Meeting by advertisement in a daily morning paper, and by circular to shop delegates, and such resolution as may be submitted to become operative must be carried by a majority of the members entitled to vote.

#### **42 - FINANCIAL YEAR**

The financial year of the Union shall begin on the 1st day of January and close on the 31st day of December of the year.

#### **43 - SALARY OF PAID OFFICIALS**

Paid officials shall receive such remuneration as the Union may from time to time decide.

#### **44 - RESCISSION OF RESOLUTION**

Fourteen days' notice of motion and a vote of a majority of the members present and entitled to a vote, shall be required to alter or rescind any resolution carried at a previous meeting.

#### **45 - ORDER OF BUSINESS**

The order of business shall be:-

- (1) The business at General Meetings of the Union shall be conducted in the following order, and the hours of business shall be from 8 p.m. to 10 p.m. but it shall be competent for any member to move the extensions of time for that meeting, but no new business shall be introduced after 10 p.m.
- (2) Consideration of application for membership.
- (3) Reading and confirmation of minutes of the previous meeting.
- (4) President to enquire if any member is out of work.
- (5) Auditor's report and balance sheet.
- (6) Nomination of organisers and delegates to affiliated organisations.
- (7) Executive report.
- (8) Correspondence.
- (9) Business adjourned from the previous meeting.

- (10) General reports.
- (11) Passing accounts for payment.
- (12) Consideration of notice of motion tendered at a previous meeting.
- (13) General business.
- (14) Lodging notice of motion for future meeting.

#### **46 - SUSPENSION OF ORDER OF BUSINESS**

It shall be competent by a vote of a majority of members present for a meeting to suspend the Order of Business, provided the effect of such suspension shall not be the rescinding of any resolution previously adopted by the Union, and provided that such notice of suspension is given before 9 p.m. on any meeting night, but no suspension shall be granted before the reading of the minutes of the previous meeting.

#### **47 - NOTICES OF MOTION TO TAKE PRECEDENCE**

Any notice of motion given at a previous meeting shall take precedence in the order in which it stands in the minute book in relation to other similar notices, unless otherwise agreed to by the Union meeting in accordance with Rule 46 and will lapse if the member or some member on her behalf fails to respond when the order of the date for such notice is read.

#### **48 - NOTICES OF MOTION: HOW GIVEN**

Any member may at any meeting give a notice of motion of a resolution to be discussed at a future meeting by handing a copy thereof to the chairman, who shall at once read it to the meeting.

#### **49 - ADJOURNMENT OF MEETING**

When a motion for the adjournment of the meeting has been carried or the meeting adjourned through effluxion of time, business being then undisposed of shall have precedence at the next General Meeting after the reading of correspondence, unless otherwise agreed in accordance with Rule 46.

#### **50 - RULES OF DEBATE**

##### **(1) MEMBERS DESIRING TO SPEAK**

Any member desiring to speak shall rise in her place, and address the President. If two or more members rise at the same time the President shall call upon the member who, in her opinion, rose first to speak.

(2) MEMBER TO RESUME HER SEAT

Any member speaking shall at once resume her seat:-

- (a) If the President rises to speak, or
- (b) If a point of order is raised, and shall not resume her speech until the point of order is decided.

(3) MEMBER TO SPEAK ONLY ONCE

Any member can only speak once upon any question before the meeting, except:-

- (a) In reply upon an original motion,
- (b) In explanation or correction of some matter during the debate or,
- (c) Upon a point of order raised during the debate,
- (d) Or upon a resolution being carried that "She now be heard".

(4) MEMBER NOT HELD TO HAVE SPOKEN

A member who used the words, "I second the motion" or "amendment" as the case may be, shall not be deemed to have spoken to the question before the chair, and may exercise her right to speak at a later stage, always provided she is not the third consecutive speaker on the one side.

(5) MOTIONS: DULY PROPOSED

When a motion has been duly proposed and seconded, the President shall at once proceed to take the votes thereon unless some member rises to oppose it or to propose an amendment.

(6) MOTIONS: HOW DEALT WITH

All motions shall be:-

- (a) Duly proposed and seconded.
- (b) Of an affirmative character.
- (c) The property of the meeting.
- (d) Withdrawn only by leave thereof, or
- (e) May be adjourned from time to time until a decision is arrived at.

(7) MOTIONS MAY BE AMENDED

A motion may be amended at any time during the debate thereon by:-

- (a) Striking out certain words.
- (b) Adding certain words, or
- (c) Striking out certain words and inserting others in their place.

(8) AMENDMENT BECOMES THE MOTION

Upon any amendment being carried it shall take the place of the original motion, and may be further amended until a decision is arrived at.

(9) MOTION MAY BE SUSPENDED

A motion may be suspended at any time.

(a) By another motion that it be discharged from the notice papers.

(b) By a motion that the next business be proceeded with being resolved in the affirmative.

(10) NO MORE THAN TWO MEMBERS TO SPEAK

Not more than two members shall speak in succession, either for or against any question before the meeting, and if at the conclusion of the second speaker's remarks no member rises to speak on the other side, the motion or amendment shall be at once put to the meeting.

(11) TIME ALLOWED FOR SPEAKING

The mover of any original motion shall be allowed fifteen minutes to introduce it notwithstanding the closure motion: "That the question be put" being carried. Any subsequent speaker shall not be allowed to speak for more than the ten minutes at any one time unless a two-thirds majority of the members present (by resolution) agree to the time limit of any speaker being extended to any length as may be specified in such resolution.

(12) MOTIONS CANNOT AGAIN BE MOVED

Any motion agreed to or negatived by a meeting cannot again be moved unless a special call of the meeting has been made, when the resolution to rescind or adopt (as the case may be) must be carried by a two-thirds majority of the members present.

(13) MOTIONS: HOW PUT

The President shall put all questions in a distinct audible voice, to the meeting by asking the "Ayes" to vote first and afterwards the "Noes" and shall declare her opinion as to which has a majority. Any seven members rising may demand a division when the President shall take the vote by asking the "Ayes" to go to the right and the "Noes" to the left.

(14) MOTION TO DISAGREE WITH CHAIRMAN'S RULING

When a motion to disagree with the ruling of the President (or chairman for the time being) has been duly proposed and seconded, the chairman shall leave the chair, until the motion has been disposed of by the meeting.

(15) NO MEMBER TO SPEAK

No member may speak to any question after it has been put by the President, nor during a division, except to a point of order.

(16) NO MEMBER MAY VOTE

No member shall be allowed to vote who was not present when the question was first put.

(17) MEMBERS MUST VOTE ON DIVISION

Every member present during a division must vote, or her vote will be counted with the side on which she is sitting.

(18) ADJOURNMENT OF DEBATE

A motion for the adjournment of the meeting may be proposed at any time, or for the adjournment of the debate at any time during such debate, and shall be at once put to the meeting by the President unless time is mentioned. When time is mentioned in a resolution for adjournment of the debate, the discussion shall be strictly confined to the question of time and any amendment in connection therewith.

**51 - RULES TO BE OBSERVED BY THE MANAGEMENT COMMITTEE**

As far as it is possible the provisions of the foregoing Rules Nos. 44 to 50 inclusive shall be observed at all meetings of the Committee of Management.

**52 - MEMBERS OBSTRUCTING BUSINESS**

Members shall address the President in a proper manner, and observe proper respect to all present. Any member after being called to order, and refusing to do so, shall be discharged from the meeting. All members are bound to support the President in the discharge of her duties.

**53 - APPLICATION OF RULES**

The foregoing rules shall govern the Union and so far as they are applicable shall govern any branches that may be formed under Rule 54.

**54 - BRANCHES**

Branches of the Union may be formed at any town or in any district in the State of Western Australia, where deemed expedient by the Committee of Management. Each branch shall appoint from time to time at any meeting thereof a Branch President, Secretary, and such other officers as may be necessary. All such officers shall hold office during the pleasure of the branch. A branch shall be empowered to pass such resolution for the conduct of its meetings and the general management of the branch as it may deem expedient, provided no such resolution shall be inconsistent with these rules and provided the Committee of Management may veto any resolution seen to be inconsistent with the best interests of the Union and provided the resolution does not commit the funds of the Union without the express approval of a special meeting called pursuant to Rule 25.

### **55 - SEAL**

The Union shall have a seal, which shall be oval in shape with the words, "The Western Australian Clothing and Allied Trades" around the circumference, and the words "Industrial Union of Workers, Perth", in the centre thereof.