

Schedule A



Proposed Rule Changes March 2023

Following a review of the Branch rules, I am proposing that the Committee consider accepting the following amendments to those rules. The amendments are arranged by type: those to update / correct rules, those to change the substance of a rule and those to remove gendered language.

UPDATING / CORRECTING RULES

Rule 2

Current Rule:

“The registered office of the Branch shall be at 2nd Floor, 167 St. Georges Terrace, Perth or such other place as the Branch's Committee of Management may decide. Notice of any change in the registered office shall be given to the Industrial Registrar within seven days of such change.”

Proposed Change:

Delete “2nd Floor, 167 St. Georges Terrace” and insert “Level 5, 25 Barrack Street”.

Reason for Change:

Updates rules to correctly identify the Branch’s current address.

Rule 10(a) paragraph one

Current Rule:

“All elections conducted by secret postal ballot shall comply in all respects with Schedule 1B of the Workplace Relations Act 1996 and the Regulations made thereunder and any amendments of same. For the election referred to in (c) each financial member of the Branch shall have delivered, or posted to him by prepaid letter post, ballot papers setting out the nominees for each office and containing a direction that financial members wishing to cast a vote should do so by marking a cross in the square opposite the name of the candidate for whom they wish to vote together with a declaration envelope and a prepaid envelope, both in the form prescribed by the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003 and shall return same addressed to the Returning Officer of the Branch not less than seven clear days previous to the day the Annual Meeting is to be held.

Proposed Change:

Delete “Schedule 1B of the Workplace Relations Act 1996” and insert “the Fair Work (Registered Organisations) Act 2009”.

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Reason for Change:

Removes reference to superseded legislation and inserting a reference to the current legislation.

Rule 14(b)(vii)

Current Rule:

*“...He shall as soon as practicable issue a ballot paper together with a declaration envelope and a prepaid envelope, both in the form prescribed by the **Workplace Relations (Registration and Accountability of Organisations) Regulations 2003** for the return of the ballot paper to all persons entitled to receive the same.”*

Proposed Change:

Delete “Workplace Relations (Registration and Accountability of Organisations) Regulations 2003” and insert “the Fair Work (Registered Organisations) Act 2009 and its accompanying Regulations”.

Reason for Change:

Removing reference to superseded legislation and inserting a reference to the current legislation.

Rule 17

Current Rule:

*“The Committee of Management shall appoint an auditor qualified to audit, annually, the books and records of the Branch as required by the **Industrial Relations Act, 1988** residing in the same State who shall at least once in each year audit the books, pay-in slips, bank deposit slips, statements of expenditure and other documents. He shall have full and complete access to all books and documents of the Branch...”*

Proposed Change:

Delete “Industrial Relations Act 1988” and insert “the Fair Work (Registered Organisations) Act 2009”.

Reason for Change:

Removing reference to superseded legislation and inserting a reference to the current legislation.

Rule 21

Current Rule:

*“Subject to the Rules of the Association the Committee of Management shall make, vary or cancel any industrial agreement and/or submit any dispute of industrial matter to the **Australian Industrial Relations Commission** subject to the provisions of the **Industrial Relations Act 1988**, or to any other Commission, Court or Tribunal available to it.”*

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Proposed Change:

Delete “Australian Industrial Relations” and insert “Fair Work”. Delete “Industrial Relations Act 1988” and insert “the Fair Work Act 2009”.

Reason for Change:

Removing reference to superseded body and inserting a reference to the current body.
Removing reference to superseded legislation and inserting a reference to the current legislation.

Rule 24

Current Rule:

*“The Branch Secretary shall deposit or see to the deposit of all monies received on behalf of the Branch to the credit of an account to be maintained with the Commonwealth Savings Bank, or Commonwealth Trading Bank or other financial institution approved by the Committee of Management which account shall be in the name of the Branch and shall constitute the Branch Fund for the purposes of the **Industrial Relations Act 1988**. He shall obtain a receipt for each such deposit, all deposits shall be made forthwith after receipt and without deduction...”*

Proposed Change:

Delete “Industrial Relations Act 1988” and insert “the Fair Work (Registered Organisations) Act 2009”.

Reason for Change:

Removing reference to superseded legislation and inserting a reference to the current legislation.

Rule 29 final paragraph

Current Rule:

*“...The rules shall be read and construed subject to the provisions of the **Industrial Relations Act 1988** as amended and any other applicable law.”*

Proposed Change:

Delete “Industrial Relations Act 1988” and insert “the Fair Work (Registered Organisations) Act 2009”.

Reason for Change:

Removing reference to superseded legislation and inserting a reference to the current legislation.

Rule 31

Current Rule:

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"This rule shall take effect notwithstanding any other rule to the contrary and is adopted by reason of the abolition of Divisions and the desirability of maintaining uniformity with a counterpart State Industrial Union having substantially the same coverage as the Branch which has also abolished Divisions.

(b) If upon the certification of this rule a casual vacancy exists in any of the offices set out hereunder the person being a financial member of the Branch and eligible to be appointed to fill such vacancy whose name appears against such office hereunder shall upon the certification of these rules occupy that office and perform the duties of that office until the election of his or her successor in the next ordinary elections in the Branch to be held in 1990 or until such office-holder earlier dies resigns or is removed from office in accordance with these rules and shall be eligible for re- election:

Branch President: William McIntosh

Branch Vice-President: Patricia Dolan

Branch Secretary: Thomas Mark Bishop

Branch Assistant Secretary: Joseph Warrington Bullock

Branch Treasurer: Nest Elizabeth Owen

Committee Members: Carmel De Jussing

Arthur Didcoe

Dorothy Eileen Hemmings

Christine Jackson

William Bernard McElhinney

Collette Lorraine Narcis

(c) Each of the above members signifies by signing his or her name to a copy of these rules:

(i) acceptance of and eligibility for appointment to such casual vacancy in accordance with Rule 8 - Term of Office;

(ii) agreement to perform and observe these Rules and in particular the Rules pertaining to the office accepted by such member.

(signed) (signed)

William McIntosh Patricia Dolan

(signed) (signed)

Thomas Mark Bishop Joseph Warrington Bullock

(signed) (signed)

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Nest Elizabeth Owen

Carmel De Jussing

(signed)

(signed)

Arthur Didoes

Dorothy Eileen Hemmings

(signed)

(signed)

Christine Jackson

William Bernard McElhinney

(signed)

Collette Lorraine Narcis

Proposed Change:

Delete rule in its entirety.

Reason for Change:

The rule is a transitional rule which ceased to have effect over 30 years ago.

CHANGING THE SUBSTANCE OF A RULE

Rule 7(e)

Current Rule:

"Any nominee for office shall at the time of nominating provide the Returning Officer with a declaration signed by himself and witnessed by a Justice of the Peace or Commissioner for Declarations stating that he is eligible under the provisions of (c) and (d) hereof"

Proposed Change:

Delete *"and witnessed by a Justice of the Peace or Commissioner for Declarations"*.

Reason for Change:

Removing the requirement to have the declaration formally witnessed to make the process of nominating less onerous and also brings the process in line with the nomination requirements in the federal rules of the Association (see Rule 15(e) of the SDA federal rules).

Rule 8(a)

Current Rule:

"...if the unexpired part of the total period of office in respect of which the person who held the office immediately before the vacancy was elected or appointed (hereafter referred to as "the original period") does not exceed three quarters of the original period the vacancy may

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be filled by the Branch Committee of Management by appointment of any member of the Branch who is financial at the date of such appointment and who has been a member of the branch for not less than 12 months at the date of such appointment and the member so appointed shall hold office for the unexpired part of the original period:"

Proposed Change:

Delete "12" and insert "3".

Reason for Change:

The change makes the eligibility requirement for appointment less onerous and ensures it is consistent with the eligibility requirement for election as provided in Rule 7(a) of the rules.

Rule 11(e)

Current Rule:

"The manner of summoning meetings shall be by notice to each member from the Branch Secretary or Branch President given personally or by writing, telegraph or telephone."

Proposed Change:

Delete "writing, telegraph or telephone" and insert "writing including by email or telephone including by SMS message".

Reason for Change:

Removing reference to obsolete technology and replacing it with current messaging systems.

Rule 26

Current Rule:

"Any member changing his residence shall report same to the Branch Secretary within fourteen days. In default he may be fined a sum not exceeding one dollar by the Committee of Management."

Proposed Change:

Delete "In default he may be fined a sum not exceeding one dollar by the Committee of Management."

Reason for Change:

The Branch does not fine members for failing to comply with this part of the rule and has no intention of doing so in the future.

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Rule 28

Current Rule:

“Contributions payable by members of the Branch shall be as determined by the Committee of Management from time to time, but shall not be less than \$2.00 or more than \$260.00 per annum. The Committee of Management may by resolution accept as financial any member who is also a member of a State Industrial Union having substantially the same coverage as the Branch and which provides services free of cost or at nominal cost to the Branch and its members provided that and for as long as such member pays to the State Industrial Union an amount equivalent to the contributions payable by members of the Branch and provided further that and for as long as the State Industrial Union collects from such member and regularly remits to the Branch an amount sufficient to provide for the payment of affiliation fees by the Branch to the Association at the date such affiliation fees fall due for payment under the Rules of the Association. Provided that any such arrangement shall be subject to any direction to the contrary of National Council or National Executive...”

Proposed Change:

Delete “but shall not be less than \$2.00 or more than \$260.00 per annum” and insert “provided that such dues shall be the same as those fixed by the SDA National Executive pursuant to Rule 23(a) of the federal rules of the SDA.”

Reason for Change:

Dues from members are paid to the state-registered Shop, Distributive and Allied Employees’ Association of Western Australia, which charges dues in accordance with the decision of the SDA National Executive. The change harmonises the branch rules with the federal rules and ensures that the dues payable under all three relevant rules are the same.

Rule 30

Current Rule:

“These Rules may be altered, replaced or varied by other Rules by decision of the Committee of Management at an ordinary meeting provided that one month's notice of such proposed changes are made at a prior meeting of the Committee of Management or by postal vote of the members of the Committee of Management where the Branch President or Branch Secretary is of opinion that it is urgent that such alteration be considered forthwith provided that no postal ballot shall be effective to alter the rules of the Branch unless one-half plus one of those entitled to vote in such ballot record a vote in favour of the proposed alteration. For the purpose of this rule "postal vote" shall include a vote taken or recorded in whole or part by telex, telegram, lettergram, facsimile, telephone, teleconference, post or courier delivery or any combination of these methods provided the means employed enable the will of those entitled to vote and reasonably contactable within the time allowed for the vote on the alteration proposed by the Branch President or Branch Secretary to be clearly ascertained.”

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Proposed Change:

Delete “telex, telegram, lettergram, facsimile” and insert “email, SMS message”

Reason for Change:

Removing reference to obsolete and unused technology and replacing it with current messaging systems.

REMOVING GENDERED LANGUAGE

Rule 7(a)

Current Rule:

“Except in the case of members of the Committee of Management elected in elections conducted pursuant to Orders of the Australian Industrial Court and Federal Court of Australia, Industrial Division made the 9th and 22nd December 1977 no person shall be eligible to be elected to any office in the Branch unless he has been a member of the Association for a period of three months...”

Proposed Change:

Delete “he has” and insert “they have”.

Reason for Change:

Removing gendered language.

Rule 7(b)

Current Rule:

“Any or all of the members of the Committee of Management or National Council delegates of the Branch may be removed from office if at any Branch meeting called for the purpose at which not less than 5% of the financial members of the Branch are present by resolution request that a referendum be held of the total financial membership of the Branch and should the referendum be carried the Returning Officer shall call nominations for all positions declared vacant and such election shall be conducted under the provisions of the Industrial Relations Act 1988 and until the declaration of the result of the said election all officers shall hold over in their respective offices. Provided that no member of the Committee of Management or National Council delegate of the Branch shall be so removed unless he has been found guilty by a majority of financial members attending the said Branch meeting of misappropriation of the funds of the Association or Branch, a substantial breach of the rules of the Association or Branch, or gross misbehaviour or gross neglect of duty or has ceased according to the rules of the Association or Branch to be eligible to hold the office.”

Proposed Change:

Delete “he has” and insert “they have”.

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Reason for Change:

Removing gendered language.

Rule 7(c)(1)

Current Rule:

“...within twelve months prior to the date of his nomination, he was a member of any body of persons, incorporated or unincorporated, which by its constitution or propaganda or otherwise advocates or encourages the overthrow by force or violence of any established government of the Commonwealth or of a State or of any other civilised country or of organised government; or”

Proposed Change:

Delete “his” and insert “their”. Delete “he” and insert “that person”.

Reason for Change:

Removing gendered language.

Rule 7(c)(2)

Current Rule:

“...he himself advocates or encourages, or has, within twelve months prior to the date of his nomination advocated or encouraged the overthrow by force or violence of the established government of the Commonwealth or of a State or of any other civilised country or of organised government;”

Proposed Change:

Delete “he himself” and insert “that person”. Delete “his” and insert “their”.

Reason for Change:

Removing gendered language.

Rule 7(d)(1)

Current Rule:

“...he is a member of any body of persons, incorporated or unincorporated, which by its constitution or propaganda or otherwise advocates or encourages the overthrow by force or violence of the established government of the Commonwealth or of a State or of any other civilised country or of organised government; or”

Proposed Change:

Delete “he” and insert “that person”.

Reason for Change:

Removing gendered language.

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Rule 7(d)(2)

Current Rule:

“..he himself advocates or encourages, or has, within twelve months prior to the date of his election, advocated or encouraged the overthrow by force or violence of the established government of the Commonwealth or of a State or of any other civilised country or of organised government;”

Proposed Change:

Delete “he himself” and insert “that person”. Delete “his” and insert “their”.

Reason for Change:

Removing gendered language.

Rule 7(e)

Current Rule:

Any nominee for office shall at the time of nominating provide the Returning Officer with a declaration signed by himself and witnessed by a Justice of the Peace or Commissioner for Declarations stating that he is eligible under the provisions of (c) and (d) hereof

Proposed Change:

Delete “himself” and insert “themselves”. Delete “he is” and insert “they are”.

Reason for Change:

Removing gendered language.

Rule 8(b)

Current Rule:

“...if the unexpired part of the original period exceeds three quarters of the original period the vacancy shall be filled by a ballot of the financial members of the Branch, the person so elected to be qualified for office in accordance with Rule 7 and subject to these rules to hold office for the unexpired part of the original period or until his successor is duly elected in accordance with these rules...”

Proposed Change:

Delete “his” and insert “their”.

Reason for Change:

Removing gendered language.

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Rule 10(a) paragraph two

Current Rule:

*“Provisions shall be made for the return of the completed ballot paper by post by the voter without expense to **him**. When there are more nominations than vacant offices the Returning Officer shall conduct the ballot to fill same. Candidates for election under these rules shall be nominated by at least six financial members.”*

Proposed Change:

Delete “him” and insert “the voter”.

Reason for Change:

Removing gendered language.

Rule 10(b)(2)

Current Rule:

*“Each candidate shall, when nominating for a position, appoint a scrutineer to represent **him** at the counting of the ballot, such scrutineer to be a financial member of the Union. If the Returning Officer reports to the Committee of Management that a candidate has failed make such an appointment, the Committee of Management shall do so.”*

Proposed Change:

Delete “him” and insert “them”.

Reason for Change:

Removing gendered language.

Rule 10(d)(1)

Current Rule:

*“...have full control of the ballot and may appoint Deputy Returning Officers to assist **him**.”*

Proposed Change:

Delete “him” and insert “them”.

Reason for Change:

Removing gendered language.

Rule 10(d)(2)

Current Rule:

*“...cause to be published in an English language newspaper circulating in the State the positions for which **he is** instructed to call nominations and the closing date for such nominations...”*

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Proposed Change:

Delete “he is” and insert “they are”.

Reason for Change:

Removing gendered language.

Rule 10(d)(3)

Current Rule:

*“..receive nominations in accordance with these Rules. **The Returning Officer if he** finds a nomination to be defective shall before rejecting the nomination notify the person concerned of the defect and where it is practicable to do so give **him** the opportunity of remedying the defect within eight days of **his** being so notified.*

Proposed Change:

Delete “The Returning Officer if he” and insert “If the Returning Officer”. Delete “him” and insert “the person”. Delete “his”.

Reason for Change:

Removing gendered language.

Rule 10(d)(6)

Current Rule:

*“...after initialling, post part 1 of ballot paper referred to in (4) hereof but only after **satisfying himself** that the member is financial.”*

Proposed Change:

Delete “satisfying himself” and insert “being satisfied”.

Reason for Change:

Removing gendered language.

Rule 10(d)(10)

Current Rule:

*“...within seven days of close of the ballot, count the votes recorded and communicate in writing to the President of the Branch not later than at the November Annual meeting, the result of the ballot, and declare in such communication the candidate (or candidates where more than one is required) who has received the greatest number of votes, to be elected. **He** shall likewise declare elected candidates who were unopposed.”*

Proposed Change:

Delete “He” and insert “The Returning Officer”.

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Reason for Change:

Removing gendered language.

Rule 10(d)(12)

Current Rule:

"...the Returning Officer shall retain in his possession for a period of one year from the date of declaration of the poll, the following documents :-..."

Proposed Change:

Delete "in his".

Reason for Change:

Removing gendered language.

Rule 13

Current Rule:

"...A shop steward's duties shall be to induce non members to join and when authorised by the Branch Secretary to collect any contributions fines and levies from such members and pay the same over to the Branch Secretary or his agent, within not more than three clear days after each pay day.

Each steward shall be supplied with a collecting book wherein all monies received on behalf of the Branch shall when authorised by the Secretary to collect monies on behalf of the Branch be entered. Each steward shall submit his book for audit when required. Stewards shall report to the Branch Secretary or his agent any matter which could lead to a dispute arising in the place of employment..."

Proposed Change:

Delete "his" in paragraph one and replace with "the Branch Secretary's". Delete "his" in paragraph two and insert "their".

Reason for Change:

Removing gendered language.

Rule 14(b)(ii)

Current Rule:

"...The Returning Officer shall check all nominations received for compliance with the provisions of this rule and shall reject any that do not comply; provided that in the event of his finding a defect in any nomination, he shall, before rejecting the nomination, notify the person concerned of the defect, and where it is practicable to do so, give him the opportunity of remedying the defect within eight days of his being so notified."

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Proposed Change:

Delete “his”. Delete “he” and insert “the Returning Officer”. Delete “him” and insert “the person”. Delete “his”.

Reason for Change:

Removing gendered language.

Rule 14(b)(iv)

Current Rule:

*“...If more than one nomination is received for a position **he** shall have ballot papers printed **and delivered to him** containing the names of the candidates for the position in an order determined by draw, indicating that voters shall affix a cross in the square opposite the name for whom they wish to vote, and indicating the date and the closing time of the ballot.”*

Proposed Change:

Delete “he” and insert “the Returning Officer”. Delete “and delivered to him” and insert “for voters”.

Reason for Change:

Removing gendered language.

Rule 14(b)(v)

Current Rule:

*“...**He** shall obtain from the printer a certificate of the number of ballot papers printed.”*

Proposed Change:

Delete “he” and insert “the Returning Officer”.

Reason for Change:

Removing gendered language.

Rule 14(b)(vi)

Current Rule:

*“...**He** shall cause to be initialled every ballot paper prior to its distribution.”*

Proposed Change:

Delete “he” and insert “the Returning Officer”.

Reason for Change:

Removing gendered language.

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Rule 14(b)(vii)

Current Rule:

“...He shall as soon as practicable issue a ballot paper together with a declaration envelope and a prepaid envelope, both in the form prescribed by the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003 for the return of the ballot paper to all persons entitled to receive the same.”

Proposed Change:

Delete “he” and insert “the Returning Officer”.

Reason for Change:

Removing gendered language.

Rule 14(b)(ix)

Current Rule:

“...At the time fixed for closing the ballot, he shall in the presence of any duly appointed scrutineers who wish to attend, count the votes cast for each office.”

Proposed Change:

Delete “he” and insert “the Returning Officer”.

Reason for Change:

Removing gendered language.

Rule 17

Current Rule:

“The Committee of Management shall appoint an auditor qualified to audit, annually, the books and records of the Branch as required by the Industrial Relations Act, 1988 residing in the same State who shall at least once in each year audit the books, pay-in slips, bank deposit slips, statements of expenditure and other documents. He shall have full and complete access to all books and documents of the Branch...”

Proposed Change:

Delete “He” and insert “The auditor”.

Reason for Change:

Removing gendered language.

Rule 18(a)

Current Rule:

“A guardian or guardians shall be appointed by the Committee of Management who duties shall be to attend general or special meetings to prevent any person from entering the

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meeting room unless **he** is a financial member of the Branch or unless the President gives permission.

A guardian may appoint such assistants as **he may require** at any meeting from among the financial members present, and subject to the directions of the guardian such assistants may exercise the powers of guardians at a meeting.”

Proposed Change:

Delete “he” and insert “that person”. Delete “he may require” and insert “may be required”.

Reason for Change:

Removing gendered language.

Rule 18(c)

Current Rule:

“...No person who has entered a meeting in contravention of this rule shall be entitled to speak, vote or otherwise participate in the meeting and may be removed therefrom. If persons enter a meeting place in contravention of this rule the President may refuse to open the meeting, or may close the meeting until **he is** satisfied that such persons have left the meeting place, and if they fail to do so within a time specified by him, he may cancel or terminate the meeting.”

Proposed Change:

Delete “he is”.

Reason for Change:

Removing gendered language.

Rule 19(c)

Current Rule:

“...Special meetings shall be called on receipt of a request in writing from no less than five (5) per cent of members if such request sets out the purpose for which it is desired that the meeting shall be called. Such meetings shall be held within twenty-one days after the receipt of such request, provided that if an ordinary meeting of the Sub-Branch is to be held within one month after the receipt of such request the Branch Secretary may, if **he considers it convenient**, direct that the special meeting shall be held at the time and place of the next ordinary meeting of the Division...”

Proposed Change:

Delete “he considers it convenient” and insert “of the opinion that it is convenient”.

Reason for Change:

Removing gendered language.

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Rule 19(i)

Current Rule:

*“...Any member desiring to speak shall rise and address the President or Chairman as the case may be. If two or more members rise at the same time, the President shall call upon the member who in **his** opinion first rose to speak...”*

Proposed Change:

Delete “his” and insert “the President’s”.

Reason for Change:

Removing gendered language.

Rule 19(s)

Current Rule:

*“...No member shall vote who was not present when the question was first put. Every member present during a division must vote or **his** vote will be counted with the side on which **he is** sitting...”*

Proposed Change:

Delete “his” and insert “that person’s”. Delete “he is” and insert “they are”.

Reason for Change:

Removing gendered language.

Rule 19(t)

Current Rule:

*“...Any member speaking shall at once resume **his** seat if the President rises to speak, or if a point of order is raised, and shall not resume **his** speech until the point or order has been decided...”*

Proposed Change:

Delete “his” and insert “their” in both instances.

Reason for Change:

Removing gendered language.

Rule 20(a)

Current Rule:

*“The Branch President shall be the recognised head of the Branch. **He** shall preside at all Special and Committee of Management Meetings, and see that same are conducted in a proper manner. **He** shall sign all documents requiring **his** signature as head of the Branch. **He** shall be empowered to instruct the Branch Secretary and to call Committee of*

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Management Meetings in case of emergency, and generally to ensure the well-being and objects of the Branch. In case the votes at any time be equal, he shall exercise the privilege of giving a casting vote only. He/she shall, subject to the provisions of Rule 24, be authorised to sign cheques and approve electronic funds transfers.”

Proposed Change:

Delete “He” and insert “They” in all instances. Delete “his” and insert “their”. Delete “He/she” and insert “They”.

Reason for Change:

Removing gendered language.

Rule 20(b)

Current Rule:

“The duties of Branch Vice-President shall be to assist the Branch President at all Special and Committee of Management Meetings, and take the chair and conduct the meeting with full presiding powers in the absence or illness of the Branch President. He/she shall, subject to the provisions of Rule 24, be authorised to sign cheques and approve electronic funds transfers.”

Proposed Change:

Delete “He/she” and insert “They”.

Reason for Change:

Removing gendered language.

Rule 20(c)

Current Rule:

“The duties of the Branch Secretary shall be to keep or cause to be kept a detailed account of all monies received and expended on behalf of the Branch and all other necessary accounts, convene all meetings, attend to all correspondence, keep a copy of all correspondence, attend and assist the auditor when auditing, sign all clearance cards, prepare all returns, pay, or cause to be paid, all monies, into the Branch's account at the Bank or other financial institution approved by the Committee of Management as soon as possible after the receipt of same, investigate all disputes, and report fully to the Committee of Management, produce all books for inspection and read the state of the finances whenever required by the Committee of Management or by a Special Meeting of the Branch. He shall whenever practicable attend all meetings of the Branch and/or Sub- Branches and be allowed the right to speak and, if a member, to vote. He shall use every endeavour to advance the interest of the Branch, and shall be the Secretary of each Sub-Branch of the Branch. He shall be the custodian of the movable property of the Branch. He shall keep a register of the members of the Branch. He/she shall, subject to the provisions of Rule 24, be authorised to sign cheques and approve electronic funds transfers.”

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Proposed Change:

Delete “he” and insert “They” in all instances. Delete “He/she” and insert “They”.

Reason for Change:

Removing gendered language.

Rule 20(d)

Current Rule:

“The duties of the Branch Assistant Secretary shall be to assist the Branch Secretary to perform all or any of the duties of the Branch Secretary and, in the absence of the Branch Secretary, he shall assume the full duties of the Branch Secretary. He shall perform any other duties as requested by the Branch Committee of Management. He/she shall, subject to the provisions of Rule 24, be authorised to sign cheques and approve electronic funds transfers.”

Proposed Change:

Delete “he” and insert “they” in all instances. Delete “He/she” and insert “They”.

Reason for Change:

Removing gendered language.

Rule 20(e)

Current Rule:

“The duties of Branch Treasurer shall be to produce when requested all books in his possession for the inspection of the Auditor. He/she shall, subject to the provisions of Rule 24, be authorised to sign cheques and approve electronic funds transfers.”

Proposed Change:

Delete “his” and insert “their”. Delete “He/she” and insert “They”.

Reason for Change:

Removing gendered language.

Rule 23

Current Rule:

“...Such summons shall be forwarded by registered mail to the member concerned at his last known address as shown in the Branch records at least fourteen days before the date of such meeting. The Committee of Management shall have power to recommend to a subsequent Special Meeting or Annual General Meeting of members the decision of the Committee of Management on the said member, and the finding of the said meeting of members shall be binding on that member, and failure of the member to appear as summoned shall be no bar to the Committee of Management proceeding to adjudicate upon the case in his absence.

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*If a member be expelled from the Branch **he** shall not be eligible for re-admission as a member unless so declared to be by resolution of a meeting of the Branch.*

*Thereupon **his** admission shall be as a new member..."*

Proposed Change:

Delete "his" and insert "that member's" in all instances. Delete "he" and insert "they".

Reason for Change:

Removing gendered language.

Rule 24

Current Rule:

*"The Branch Secretary shall deposit or see to the deposit of all monies received on behalf of the Branch to the credit of an account to be maintained with the Commonwealth Savings Bank, or Commonwealth Trading Bank or other financial institution approved by the Committee of Management which account shall be in the name of the Branch and shall constitute the Branch Fund for the purposes of the Industrial Relations Act 1988. **He** shall obtain a receipt for each such deposit, all deposits shall be made forthwith after receipt and without deduction..."*

Proposed Change:

Delete "he" and insert "the Branch Secretary".

Reason for Change:

Removing gendered language.

Rule 26

Current Rule:

*"Any member changing **his** residence shall report same to the Branch Secretary within fourteen days. In default he may be fined a sum not exceeding one dollar by the Committee of Management."*

Proposed Change:

Delete "his" and insert "their".

Reason for Change:

Removing gendered language.

Rule 29(b)

Current Rule:

*"... "Financial Member" means a member who is not in arrears in the payment of any contribution fine levy or dues lawfully owing by or imposed on **him**. Any member who has fees deducted by **his** employer pursuant to an agreement between the Association and*

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the employer or in a form approved by National Council or National Executive shall during the currency of such agreement and while such payments continue to be made to or for the Branch be deemed to be financial..."

Proposed Change:

Delete "him" and insert "them". Delete "his" and insert "their".

Reason for Change:

Removing gendered language.

Rule 29(c)

Current Rule:

"... "Member" means a member of the Branch, male or female..."

Proposed Change:

Delete "male or female".

Reason for Change:

Removing gendered language.