

RULES OF INCORPORATION

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THE AUSTRALIAN INSTITUTE OF EMPLOYMENT RIGHTS

RULES OF ASSOCIATION

Name and Office

- 1 The name of the organisation will be the Australian Institute of Employment Rights Incorporated (the **Institute**) and its office will be at such place as the Executive Committee may decide from time to time.

Objects of the Institute

- 2 Adopting the principles of the International Labour Organisation and its commitment to tripartite processes, the Institute will promote the recognition and implementation of the rights of employees and employers in a co-operative industrial relations framework.
- 3 In particular it will:
 - (a) commission academic research
 - (b) hold conferences and seminars
 - (c) publish and disseminate publications
 - (d) contribute to public discourse on employment issues through the media, community debates and public forums
 - (e) provide training to industrial participants
 - (f) provide advice and other services to industrial participants and governments
 - (g) develop a Charter of Employment Rights for Australia
 - (h) promote models of workplace arrangements which promote economic efficiency while respecting employment rights and standards
 - (i) work co-operatively with academic and community organisations which share similar objectives
 - (j) encourage the participation of members who share similar objectives.
- 4 The Institute is an organisation independent of government or any particular interest group and will implement these Objects with academic rigour and professional integrity.

Members of the Institute

- 5 A person is only a member of the Institute after their application is accepted by the Executive Committee and upon payment of the annual subscription. An application of a person for membership of the Association must be made in writing to the Executive Director, in the form set out in Appendix A.
- 6 The Executive Committee has an absolute discretionary power to reject a person's membership application if the Executive Committee is of the view that acceptance of the membership will not further the objects of the Institute.
- 7 The members of the Institute will be:
- (a) All persons who, at the time of incorporation were members of the Institute (the founding members); and
 - (b) every other person or body which is accepted by the Executive Committee to be a member.
- 8 A member of the Institute may be an individual or a body.
- 9 If a member is a body corporate it will be represented by the Chief Executive Officer, General Secretary or equivalent office holder of the body corporate or that office holder's delegate nominated in writing. To the extent that these Rules provide for a member to do or receive anything, then the Chief Executive Officer, General Secretary or equivalent office holder or nominated delegate will do or receive that thing, on behalf of a member which is a body corporate.
- 10 On applying for membership, each member must indicate their acceptance of membership in writing together with their address for correspondence.
- 11 A member may resign from membership on giving written notice to the Executive Director of their intention to do so.
- 12 Each member will pay an annual subscription fixed by the Executive Committee from time to time and which may differ as between members or between categories of member. Failure to pay such subscription within six (6) months of the commencement of the financial year after a written demand for the subscription to be paid will entitle the Executive Committee to remove the member from membership.
- 13 The Executive Director will, within 28 days after receipt of the amount referred to in subrule (12), enter the applicant's name in the register of members.

Subscribers

- 14 The subscribers of the Institute will be every individual, organisation, corporation or body which is admitted as a subscriber by the Executive Committee.

- 15 Each applicant for subscription will complete an application form prepared by the Executive Committee and will pay an annual subscription in advance at the rate in respect of the relevant category of subscriber set by the Executive Committee from time to time.
- 16 The Executive Committee may at its absolute discretion and without providing any grounds for doing so:
- (a) refuse an application for subscription; and
 - (b) refuse to renew subscription.
- 17 Each subscriber will be entitled to receive copies of publications of the Institute and to attend public functions of the Institute and to otherwise benefit from the Institute's work at either no charge or at a discounted rate, in accordance with the decisions of the Executive Committee.

Meetings of the Institute

- 18 Meetings of members will make decisions in relation to Institute policies, but do not have the power to make decisions in respect of how the Institute is managed or operated.
- 19 The Institute's first annual general meeting will be held within 18 months of the Institute becoming incorporated. The second annual general meeting and any subsequent annual general meetings must be held within five months after the end of the incorporated association's financial year.
- 20 Extraordinary general meetings may be called by the Executive Committee or by a requisition of 15% or more of the members.
- 21 At the annual general meeting of the Institute, the Executive Committee will make a report of their activities and proposed programme for the future, the Treasurer will give a financial report, and elections will be held for:
- (a) the position of President and Chair;
 - (b) the positions of Representative Vice Presidents;
 - (c) the position of Treasurer;
 - (d) the positions of Representative Members; and
 - (e) the ordinary members of the Executive Committee.
- 22 Notice for a meeting of the Institute will be sent by post or email to each member's address at least 21 days before the meeting and will specify the agenda of that meeting.
- 23 In the case of a meeting at which elections are to be conducted the notice will invite written nominations from any member wishing to stand as a candidate for election

and these nominations (signed by the nominee) must be given to the Returning Officer seven (7) days before the meeting. Unless the Executive Committee appoints an alternative Returning Officer, the Returning Officer for the conduct of any elections shall be the Executive Director. The Returning Officer shall have all the necessary powers to conduct free and fair elections and subject to these Rules, may resolve to finality any issue as to the eligibility of a candidate or the validity of any vote and may in good faith and in the overall interests of the Institute rectify any irregularity that may arise in the conduct of any election. The nomination form is attached as Appendix B.

- 24 The business of meetings of the Institute will be conducted by resolution passed by a simple majority of those present and voting except as otherwise provided in these Rules.
- 25 The quorum for meetings of the Institute will be 15 members who attend in person or by proxy. If a quorum is not present within half an hour of the time appointed for the meeting the members of the body may resolve that the meeting be adjourned to a time and place resolved upon by them. Notice of any such further meeting shall be provided to members. The proxy form is attached as Appendix C.
- 26 The Executive Committee, may at its discretion, hold a meeting of the Institute where one (1) or more of the members are not physically present at the meeting, provided that all persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously, whether by means of telephone or other form of communication.

Register of members

- 27 The Executive Director must keep and maintain a register of members containing:
- (a) the name and address of each member; and
 - (b) the date on which each member's name was entered in the register.
- 28 The register is available for inspection free of charge by any member upon request. A member may make a copy of entries in the register.

Voting at meetings of the Institute

- 29 At a meeting of the Institute each member has one (1) vote.
- 30 The Chair shall not have a casting vote.
- 31 A challenge to a right to vote at a meeting of members -
- (a) may only be made at the meeting; and
 - (b) must be determined by the Chair whose decision is final.
- 32 A resolution put to the vote at a meeting of members must be decided on a show of hands unless a poll is demanded by four (4) or more members.

- 33 On a show of hands, a declaration by the Chair is conclusive evidence of the result.
- 34 A poll may be demanded on any resolution.
- 35 A poll demanded on a matter other than the election of a Chair or the question of an adjournment must be taken when and in the manner the Chair directs.
- 36 A poll on the election of a Chair or on the question of an adjournment must be taken immediately.

Proxy voting

- 37 A member who is entitled to attend and cast a vote at meetings of the Institute may appoint a proxy or, if the member is a body corporate, a representative, to attend and cast a vote at that meeting.

Executive Committee

- 38 The governing body of the Institute is the Executive Committee.
- 39 The Executive Committee will have 12 members and will consist of the following office holders:
- (a) a President and Chair;
 - (b) three Vice President Representative Members being:
 - (i) an Employer Representative;
 - (ii) a Union Representative; and
 - (iii) an Independent Representative;
 - (c) three Ordinary Representative Members being:
 - (i) an Employer Representative;
 - (ii) a Union Representative; and
 - (iii) a Independent Representative;
 - (d) a Treasurer;
 - (e) Three ordinary members; and
 - (f) An Executive Director.
- 40 The Executive Director will be appointed by the Executive Committee from time to time by a simple majority vote and will be an ex-officio member of the Executive Committee whilst holding such appointment.

- 41 A meeting of the Executive Committee may resolve to co-opt to the Executive Committee, with full powers to act as a member of the Executive Committee, a person or persons who need not be members of the Institute provided that such number of co-opted members does not exceed a third of the number of elected members at any one time. Such co-opted members will hold office until immediately after the conclusion of the next annual meeting of the Institute.
- 42 A meeting of the Executive Committee may resolve to increase the number of ordinary members on the Executive Committee.
- 43 The Executive Committee can fill casual vacancies on the Executive Committee by a simple majority vote.

Meetings of the Executive Committee

- 44 The Executive Committee may hold its meeting at one (1) or more venues using any technology that gives the Executive Committee as a whole a reasonable opportunity to participate.
- 45 The business of meetings of the Executive Committee will be conducted by resolution passed by a simple majority of those present and voting except as otherwise provided in these Rules.
- 46 The quorum for meetings of the Executive Committee will be four (4) of the elected members who attend in person or by proxy. If a quorum is not present within half an hour of the time appointed for the meeting the members present may vote that the meeting be adjourned to a time and place resolved upon by them. Voting will be by show of hands save that a poll will be taken on the request of any two (2) members present.
- 47 Voting on resolutions may take place by:
- (a) a show of hands;
 - (b) email ballot;
 - (c) in any other way agreed to by the Executive Committee members in attendance at a meeting.
- 48 Alteration of these Rules can occur by a special resolution passed at a meeting of entitled members of the incorporated association who vote in person (or by proxy) at the meeting. Not less than three quarters (75%) of those persons must vote in favour of the resolution. These Rules and the statement of purposes of the Association must not be altered except in accordance with the *Associations Incorporation Act 1981*.
- 49 The Executive Committee will meet at such times as may be decided upon by the Executive Committee. In the event of an emergency, the President or any two Vice Presidents are empowered to call special meetings of the Executive Committee.

- 50 The Executive Committee may delegate any of their powers or functions to a sub-committee drawn from members of the Institute or non-members co-opted for the purpose by the Executive Committee provided that the number of ordinary members co-opted persons on such sub-committee will not exceed the number of elected Executive Committee members thereon. Any such sub-committee will conform to any regulations or directions imposed by the Executive Committee.
- 51 The President will, subject to these Rules, preside as Chair at every meeting. If the President is not present, or is unwilling or unable to preside, one (1) of the Vice-Presidents will, with the consent of the majority of the Vice Presidents present, preside as chair for that meeting only. If the Vice Presidents are not present, unable to agree or are unwilling or unable to preside, the Executive Committee members will choose one of their number present who will, subject to these Rules, preside as chair for that meeting only.

President and Chair and Vice Presidents

- 52 There will be a President and Chair of the Institute who will be elected by resolution of a meeting of the Institute and who will hold office until immediately after the conclusion of the next annual meeting of the Institute or until a successor is elected, whichever is the later.
- 53 The President and Chair will act as the public spokesperson of the Institute, will preside at all meetings of the Executive Committee and the Institute and will carry out such other activities as agreed by the Executive Committee.
- 54 There will be three (3) Vice Presidents of the Institute who will be elected by resolution of a meeting of the Institute and each of whom will hold office until immediately after the conclusion of the next annual meeting of the Institute or until a successor is elected, whichever is the later.
- 55 A Vice President will preside at meetings of the Executive Committee and the Institute in the event of the absence of the President and will carry out such other activities as agreed by the Executive Committee.
- 56 The President and any Vice President may resign on one (1) month's written notice.

Public Officer

- 57 There will be a Public Officer of the Institute who will be appointed by the Executive Committee.

Treasurer

- 58 There will be a Treasurer of the Institute who will be elected by resolution of a meeting of the Institute and who will hold office until immediately after the conclusion of the next annual meeting of the Institute or until a successor is elected, whichever is the later. The Treasurer will provide and keep a book of accounts of all property

received or paid or dealt with in any way whatsoever by or on behalf of the Institute and of the assets and liabilities of the Institute.

- 59 The Treasurer will submit financial reports to and will make the books of account of the Institute available for inspection by the Executive Committee whenever the Executive Committee so demands. The Treasurer will also prepare and submit a financial report to the members of the Institute at the annual meeting. The Treasurer shall carry out such other activities as agreed by the Executive Committee.
- 60 The Treasurer of the Executive Committee may resign on one (1) month's written notice.

Executive Director

- 61 The Institute will have an Executive Director and such other staff as the Executive Committee may think fit, appointed by the Executive Committee on such terms and conditions as the Executive Committee may determine in agreement with the Executive Director. The Executive Director will be, ex-officio, a member of the Institute and a member of the Executive Committee.
- 62 The Executive Director will, unless and to the extent that the Executive Committee may decide otherwise, act as the Secretary of the Executive Committee and of the Institute and be responsible for the day to day administration of the Institute and for any other staff employed by the Institute.
- 63 The Executive Director will be accountable to the Executive Committee and will perform his/her duties in accordance with the directions of the Executive Committee and will carry out the functions given to him/her by the Executive Committee.
- 64 In particular the Executive Director will attend all meetings of the Executive Committee and all meetings of the Institute, will send out the notice and agenda for all such meetings and will prepare minutes of the proceedings and resolutions of the Executive Committee and of the meetings of the Institute and all sub-committees and any such minutes approved by the body whose proceedings and resolutions they purport to record will be conclusive evidence of the matters stated therein.
- 65 If the Executive Director is temporarily absent, the Treasurer will fill the role of the Executive Director for the period of absence unless the Executive Committee otherwise determines.

Representative and Ordinary Members of the Executive Committee

- 66 Representative and Ordinary members of the Executive Committee will be elected by resolution of a meeting of the Institute and will hold office until immediately after the conclusion of the next annual meeting of the Institute or until a successor is elected, whichever is the later. They shall carry out such activities as agreed by the Executive Committee. Representative and Ordinary members may resign on one (1) month's written notice.

Eligibility of Representative Members

- 67 Nominees for any of the Representative positions on the Executive Committee must meet the following criteria (as relevant for each position):
- (a) Each Representative member must have at least five (5) years experience or other substantial experience in the relevant field.
 - (b) The experience required for each of the particular positions is:
 - (i) Employer Representative: experience as an employer dealing with workplace relations issues or experience representing employers in relation to workplace relations issues.
 - (ii) Union Representative: experience working for a union or otherwise representing employees in relation to workplace relations issues.
 - (iii) Independent Representative: experience as a member of a tribunal or court, in academia, in the service of government, or as a legal practitioner or other independent professional adviser providing independent advice or service in relation to workplace relations.
- 68 If there is a dispute in regards to whether a nominee for a Representative position is sufficiently qualified or otherwise eligible, the dispute will be resolved by the Returning Officer in accordance with these Rules. The decision made by the Returning Officer will be final and conclusive if made in good faith.

Funds and Property of the Institute

- 69 The funds and property of the Institute are controlled by the Executive Committee.
- 70 The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.
- 71 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.
- 72 The funds of the Association shall be derived from annual subscriptions, donations and such other sources as the committee determines.

Auditor

- 73 The Executive Committee has the power to appoint an auditor.

Seal

- 74 The common seal of the Association must be kept in the custody of the Executive Director.
- 75 The common seal must not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the common seal must be attested by the signatures either of two (2) members of the Executive Committee or, of one (1) member of the Executive Committee and of the Public Officer of the Association.

Custody and inspection of books and records

- 76 Except as otherwise provided in these Rules, the Executive Director must keep in his or her custody or under his or her control all books, documents and securities of the Association.
- 77 All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.
- 78 A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

Removal of Members/Office Holders

- 79 A member or office holder (other than the Executive Director) may be removed by the Executive Committee from the Register of Members or from office if the member or office holder:
- (a) becomes of unsound mind;
 - (b) commits a criminal offence involving fraud or dishonesty;
 - (c) dies;
 - (d) is unfinancial for more than six (6) months;
 - (e) has their membership or office revoked by a special resolution of 75% of the Executive Committee which determines that the member or office holder has been guilty of serious misconduct relating to the affairs of the Institute;
 - (f) has their membership or office revoked by a special resolution of 75% of the Executive Committee which determines that the conduct of the member is not compatible with the objects of the Institute;
 - (g) resigns from their membership or office.
- 80 An office holder shall not be removed under sub-paragraphs (e) or (f) without having been first accorded a reasonable opportunity to be heard either in person or in writing.

Discipline, suspension and expulsion of members

- 81 Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution—
- (a) suspend that member from membership of the Association for a specified period; or
 - (b) expel that member from the Association; or
 - (c) fine that member an amount not exceeding \$500
- 82 A resolution of the committee under subrule (1) does not take effect unless—
- (a) at a meeting held in accordance with subrule (3), the committee confirms the resolution; and
 - (b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
- 83 A meeting of the committee to confirm or revoke a resolution passed under subrule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with subrule (4).
- 84 For the purposes of giving notice in accordance with subrule (3), the Executive Director must, as soon as practicable, cause to be given to the member a written notice:
- (a) setting out the resolution of the committee and the grounds on which it is based; and
 - (b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that he or she may do one or both of the following—
 - (i) attend that meeting;
 - (ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution; and
 - (e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Executive Director a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

- 85 At a meeting of the committee to confirm or revoke a resolution passed under subrule (1), the committee must—
- (a) give the member, or his or her representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- 86 If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Executive Director a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- 87 If the Executive Director receives a notice under subrule (6), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Executive Director received the notice.
- 88 At a general meeting of the Association convened under subrule (7)—
- (a) no business other than the question of the appeal may be conducted; and
 - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member, or his or her representative, must be given an opportunity to be heard; and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 89 A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

Disputes and mediation

- 90 The grievance procedure set out in this rule applies to disputes under these Rules between:
- (a) a member and another member; or
 - (b) a member and the Association.
- 91 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

- 92 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 93 The mediator must be:
- (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
 - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 94 A member of the Association can be a mediator.
- 95 The mediator cannot be a member who is a party to the dispute.
- 96 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 97 The mediator, in conducting the mediation, must:
- (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement
- 98 The mediator, in conducting the mediation, must:
- (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 99 The mediator must not determine the dispute.
- 100 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

Removal of the Executive Director

- 101 The Executive Director ceases to be an office holder on the termination of his/her employment as Executive Director.

Powers of the Institute

102 The Institute will have the following powers:

- (a) to raise funds;
- (b) to open a bank account;
- (c) to enter into contracts; and
- (d) to do any other things necessary for the running of the Institute.

Authority to operate bank accounts and enter into contracts

103 Bank accounts may be operated by :

- (a) the Executive Director co-authorised with another Officer; or
- (b) the co-authorisation of any two Officers.

104 Contracts which have a value of over \$5000 must be signed by the Executive Director and an additional Officer or any other two (2) Officers.

105 'Officer' means the President, the Vice-Presidents or the Treasurer.

Appointment of a Patron of the Institute

106 The Executive Committee may appoint a Patron of the Institute. The position of Patron of the Institute is an honorary role.

107 The Patron will represent the Institute from time to time as requested by the Executive Committee.

Validation Rules

108 The Executive Committee has the power to correct any irregularity in the management or operation of the Institute and to deem any transactions as valid by special resolution of 75% of Executive Committee members present in person or by proxy. This includes the power for the Executive Committee to validate the appointment of themselves. The power to validate is only effective if exercised in good faith and for the overall best interests of the Institute.

New Chapters of the Institute

109 The Executive Committee has the power to create a new chapter of the Institute in any State or Territory or any location.

110 The Executive Committee must approve the rules of the new chapter when the chapter is created or formed.

Advisory Committees of the Institute

- 111 The Executive Committee has the power to appoint an Advisory Committee of eminent persons. The size and composition of the Advisory Committee may be determined from time to time by the Executive Committee.
- 112 The Advisory Committee will provide policy direction to the Institute and will be available to advise the Institute from time to time.

Intellectual Property

- 113 Any intellectual property created by the members or office holders in relation to their role as members or office holders of the Institute:
- (a) is hereby vested in the Institute as and when such rights are brought into existence;
 - (b) are agreed to be the absolute and exclusive property of the Institute; and
 - (c) to the extent necessary, are hereby assigned absolutely to the Institute.

The members or office holders will do all things reasonably required to give full effect to this Rule.

Dissolution

- 114 The Institute may be dissolved by a special resolution of 75% of the office holders present in person or by proxy and voting at a meeting of the Executive Committee or by operation of law or by order of a Court. On any such dissolution all assets of the Institute will be donated to one (1) or more organisations or associations having objects similar to or compatible with the objects of the Institute selected by resolution of a meeting of the Institute or in default thereof by resolution of the Executive Committee, before dissolution.

APPENDIX A



APPLICATION FOR MEMBERSHIP FORM

Name:

Address:

.....

.....

Contact (if an organisation):

Email:

Phone:

I have read and agree with the objectives of the Australian Institute of Employment Rights and wish to be admitted as a member. I understand that the rules of association of the AIER are summarised on the AIER website: www.aierights.com.au.

Signed:

On behalf of (if an organisation):

MEMBERSHIP FEES

I enclose a subscription payment as follows:

- | | | |
|--------------------------|---------------------------------------|-------------------------|
| <input type="checkbox"/> | Organisations | \$3000 per annum |
| <input type="checkbox"/> | Individuals - Students/Unwaged | \$20 per annum |
| <input type="checkbox"/> | Individuals - Others | \$50 per annum |

PAYMENT

Please make your payment by mailing a cheque to:

Australian Institute of Employment Rights
PO Box 237
Seddon West Vic 3011

or by bank transfer to:

Commonwealth Bank of Australia, William St Branch,
BSB 063 009, Account No 3009 103 96571
(Please note your surname in the transaction for identification purposes)

APPENDIX B



**ELECTION OF OFFICE BEARERS
NOMINATION FORM**

In accordance with the Institute's rules, nominations for the following positions on the Executive Committee close at 5.00pm on *[insert closing date]*:

- President
- Vice President Representative Members (3)
- Treasurer
- Ordinary Representative Members (3)
- Ordinary Members (3)

The Institute's rules require that the representative positions on the Executive (Vice President and Ordinary) are each filled by:

- An employee representative
- A union representative
- An independent representative

Under Rule 64, nominees for any of the Representative positions on the Executive Committee must meet the following criteria (as relevant for each position):

- (a) *Each Representative member must have at least five (5) years experience or other substantial experience in the relevant field.*
- (b) *The experience required for each of the particular positions is:*
 - (i) *Employer Representative: experience as an employer dealing with workplace relations issues or experience representing employers in relation to workplace relations issues.*
 - (ii) *Union Representative: experience working for a union or otherwise representing employees in relation to workplace relations issues.*
 - (iii) *Independent Representative: experience as a member of a tribunal or court, in academia, in the service of government, or as a legal practitioner or other independent professional adviser providing independent advice or service in relation to workplace relations.*

If there is a dispute in regards to whether a nominee for a Representative position is sufficiently qualified or otherwise eligible, the dispute will be resolved by the Returning Officer in accordance with these Rules. The decision made by the Returning Officer will be final and conclusive if made in good faith.

Nominations must be in writing on the prescribed form overleaf and must be signed by the person nominating.

NOMINATION FORMS NEED TO BE FAXED TO 03) 9647 9199 OR MAILED TO:

**THE EXECUTIVE DIRECTOR
AUSTRALIAN INSTITUTE OF EMPLOYMENT RIGHTS
PO BOX 237
SEDDON WEST VIC 3011**

To the Executive Director, Australian Institute of Employment Rights,

I wish to nominate for the following position (tick):

- President
- Vice President Representative Members (3)
- Treasurer
- Ordinary Representative Members (3)
- Ordinary Members (3)

Signed: _____

Print Name: _____

Date: _____

Telephone contact: _____

