

CPSU/SPSF VICTORIAN RETIRED OFFICERS CONSTITUTION

1. ESTABLISHMENT

1.1 Rule 56.1(a) of Chapter C of the CPSU/SPSF Group provides for the enrolment as Branch Associates of retired persons who prior to retirement were members of the Union.

1.2 This constitution was adopted by the former Retired Officers Division of the CPSU/SPSF Victorian Branch at their Annual General Meeting of 7 June 2016.

2. NAME

2.1 The group shall be known as the CPSU/SPSF Victorian Retired Officers.

3. FUNCTIONS

3.1 The Retired Officers (RO's) shall have the following functions:

- (a)** focus, promote, and service the needs of union-oriented retired members of the CPSU/ SPSF Victorian Branch.
- (b)** further the role, strategic approach, understanding and objectives of the CPSU/SPSF Victorian Branch
- (c)** provide practical support for CPSU/SPSF Victorian Branch activities and helping further Branch objectives
- (d)** provide passion, energy and imagination to facilitate union creativity, and
- (e)** develop relationships with like-minded groups

4. MEMBERSHIP

4.1 To be eligible to be a member of the RO's, an individual must:

- (a)** be a retired person who prior to retirement had at least one year continuous membership of a Branch or Associated Body of the CPSU/SPSF;
- (b)** work no more than 20 hours per week;
- (c)** commit to the requirements of this constitution; or,
- (d)** meet any other criteria agreed by the Executive Committee and approved by the CPSU/SPSF Victorian Branch Council.

5. SERVICES, FACILITIES AND PARTICIPATION ON BRANCH COUNCIL

5.1 Services and facilities provided to the RO's by the CPSU/SPSF Victorian Branch shall be as agreed from time-to-time between the RO's Executive Committee and the CPSU/SPSF Victorian Branch Secretary.

5.2 Services will include the nomination by the CPSU/SPSF Victorian Branch Secretary of a Returning Officer to conduct the election of Office Bearers and processing by the CPSU/SPSF Victorian Branch of subscriptions paid by the RO's membership unless agreed otherwise under clause 5.1 above,

5.3 The President and the First Secretary of the RO's or their nominees shall by agreement with the CPSU/SPSF Victorian Branch Council, be entitled to attend meetings of the CPSU/SPSF Victorian Branch Council as observers..

6. SUBSCRIPTIONS

6.1 The subscription payable by members will be determined by the Victorian Branch Council following consultation with the RO's Executive Committee

6.2 RO's subscriptions shall be due and payable on 1 July in each year.

7. OFFICE BEARERS

7.1 RO's shall elect by and from its membership the following 10 Office Bearers:

- (a)** 1 President;
- (b)** 2 Vice Presidents (Senior and Junior);
- (c)** 2 Secretaries (First (normal)and Second(specialising in communication));
- (d)** 4 Committee Members;
- (e)** 1 Superannuation Representative.

7.2 Office Bearers shall hold office for two years.

7.3 The names of the members elected as Office Bearers shall be forwarded to the CPSU/SPSF Victorian Branch Secretary immediately after their election.

8. ELECTION OF OFFICE BEARERS

8.1 Election of the Office Bearers shall be conducted by a Returning Officer appointed by the CPSU/SPSF Victorian Branch Council prior to the Annual General Meeting of the RO's in June each election year.

8.2 The call for nominations for the election of Office Bearers shall be included in the Notice of Annual General Meeting. Nominations must be in the hands of the returning officer no later than the commencement of the Annual General Meeting, provided that the returning officer shall be available to

receive nominations at the Annual General Meeting venue for no less than one hour prior to the commencement of the meeting.

8.3 Voting shall be by show of hands and in the absence of the candidates if there is more than one nomination for a position or, with the consent of the meeting, by secret ballot.

8.4 Proxy voting shall be permitted provided that the member holding the proxy submits an authorisation indicating the election/s for which the proxy is assigned, signed by the member assigning the proxy vote, to the Returning Officer prior to the conduct of the election/s.

8.5 In the event of a casual vacancy in any position the RO Executive Committee shall appoint a member to fill the position for the remainder of the term.

9. FUNCTIONS OF OFFICE BEARERS

9.1 The President shall preside over all meetings of the RO's at which he/she is present and shall be the official spokesperson of the RO's.

9.2 The Vice Presidents shall assist the President and, in the absence of the President, the senior of the two Vice Presidents at a meeting shall perform the functions of President.

9.3 The Secretaries shall keep records of all meetings, conduct correspondence, keep records and perform other duties as directed by the President of the RO's.

9.4 The Committee Members shall assist the other Office Bearers and shall participate in the deliberations of the Executive Committee.

9.5 The Superannuation Representative shall be responsible for attending meetings of committees or advisory bodies established under the Branch Rules which deal with superannuation matters.

10. EXECUTIVE COMMITTEE

10.1 The RO's Office Bearers, including Committee members and the Superannuation Representative, shall make up the RO's Executive Committee.

10.2 The function of the Executive Committee shall be to advise the membership of the RO's, to execute the decisions made by General Meetings of the RO's and to manage the affairs of the RO's between General Meetings.

10.3 The Executive Committee shall meet before each General Meeting of the RO's and at such other times as a majority of the Office Bearers shall determine provided that a special meeting of the Executive Committee may be called by the President and two other Office Bearers.

10.4 The quorum for a meeting of the Executive Committee shall be half the Office Bearers of the RO's as defined in clause 7.1 above.

10.5 The Executive Committee may appoint from time-to-time as observers at its meetings any members of the RO's it deems appropriate.

11. GENERAL MEETINGS

11.1 The President shall ensure that at least 14 days notice of the date, time, and location of all meetings is provided to relevant members.

11.2 General Meetings of the RO's will be held during the year. These meetings ideally will be held in March, June and September, on days determined by the Executive Committee.

11.3 General Meetings shall consider any matters referred by the Executive Committee, formulate policy and instruct the Executive Committee.

11.4 The quorum for a General Meeting shall be 3 per cent of the membership.

11.5 The Annual General Meeting shall be the General Meeting held in June.

11.6 The quorum for the Annual General Meeting shall be 3 per cent of the membership.

11.7 A Special General Meeting shall be convened either by a resolution of the Executive Committee, or on receipt of a request signed by no less than 5 per cent of the membership.

11.8 The quorum for a Special General Meeting shall be 5 per cent of the membership.

12. SUB COMMITTEES

12.1 The Executive Committee may establish Sub Committees to investigate and report back on matters referred by the Executive Committee or by a General Meeting of the RO's.

12.2 Sub Committees shall have such numbers and such areas of coverage as determined by the Executive Committee or by a General Meeting of the RO's.

13. ALTERATION OF THIS CONSTITUTION

13.1 This Constitution may be altered by a two-thirds majority vote of any General Meeting of the RO's.

13.2 A proposal to alter this Constitution must be made in writing by a member of the Division to one or other of the RO's Secretaries at least 14 days prior to the General Meeting that is to consider the alteration and seconded in writing by another member of the RO's.

13.3 On receipt of a proposal to alter this Constitution the Secretary receiving the proposal shall ensure it is circulated to the RO's membership at least 7 days prior the General Meeting that is to consider the alteration.