



## Sub-branch *Secretary Kit 2018*

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\* These documents must be submitted to head office. To do so either:

Please fax to HSU Head Office **1300 329 478** or email to **agm@hsu.asn.au**

## GUIDELINES FOR SUB-BRANCH SECRETARIES

- Organise with your Sub-branch committee and returning officer a date for the annual general meeting. This meeting must be conducted between February and April 2018. We ask that you hold the annual general meeting at your earliest convenience.
- The notice calling for nominations/annual general meeting notice should be displayed on a notice board accessible to all members at least twenty-one days prior to the annual general meeting. This is recommended in order to allow the returning officer time to comply with the rules governing to nominations and elections.
- Nomination forms should be made available to the returning officer or members nominating.
- If the returning officer advises that a ballot is required, please display the notice of candidates for sub-branch elections on a notice board accessible to all members.
- Please display or make available to members a copy of Rule 33 regarding sub-branches.
- Please complete the sub-branch executive and sub-branch committee positions form and submit via e-mail or fax.

**PLEASE DO THIS IMMEDIATELY AFTER THE ELECTION HAS BEEN COMPLETED AND DECLARED.**

## NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of \_\_\_\_\_  
(Sub -branch)

Will be held on Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

### AGENDA

At this meeting the Returning Officer will conduct an election for the following sub-branch positions

- President
- Vice - President
- Secretary
- Committee Members - Not less than five (5)

**NOMINATION FORMS** are available from your Sub-branch Secretary and/or Returning Officer, and must be in the hands of the Returning Officer 7 days prior to the AGM.

Name of Returning Officer \_\_\_\_\_

Returning Officer's address \_\_\_\_\_

Returning Officer's contact number \_\_\_\_\_

Following the conduct of the election the President will arrange for the meeting to appoint a Returning Officer and two scrutineers for the ensuing 12 months.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Sub-branch Secretary)



## SUB-BRANCH NOMINATION FORM

We (2 names required), the undersigned FINANCIAL members, hereby nominate:

First name \_\_\_\_\_ Surname \_\_\_\_\_

For the position of \_\_\_\_\_

**President, Vice-president, Secretary, Committee Person**

**NOTE:** All candidates must be financial at the time of nomination, and whilst they can nominate for any of the above positions, they can only be elected and hold ONE of these positions.

### **RULE 33 (d) (iv) STATES:**

*“Nominations must be in writing, signed by the member who is nominated and endorsed by at least two financial members and must be forwarded by registered mail or by other means that ensures delivery so as to reach the Returning Officer at least seven days prior to the Annual General Meeting. The Returning Officer shall provide each member with a receipt upon delivery of his/her nomination”.*

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

### **STATEMENT OF NOMINEE**

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Employed at \_\_\_\_\_ Workplace \_\_\_\_\_

Accept nomination for the above position in the

\_\_\_\_\_

**Sub-branch of the Health Services Union**

Signature \_\_\_\_\_

## HONORARY LIFE MEMBERSHIP

- 1.** Persons proposed for life membership of the Health Services Union, shall have had a **MINIMUM OF FIFTEEN YEARS'** membership of the union, and further, when the life membership proposal is submitted, such person must be retired from any area of union coverage.
- 2.** Persons proposed for life membership must have been an **ACTIVE MEMBER FOR AT LEAST TEN YEARS** of such membership. Activity for this purpose shall be such as a sub-branch official, councillor, and/or official of the union.
- 3.** The Union Council of the Health Services Union shall have the sole right to propose persons for life membership.
- 4.** Any person proposed for life membership and who is unsuccessful shall have the right to have their proposal submitted again in the future.
- 5.** If any life member resumes his/her employment whilst a holder of life membership, it must be surrendered during such employment and ordinary membership must be taken out during this time in order to preserve membership rights. Upon resuming retirement, life membership is reinstated.

It is therefore suggested that if any previous member or members of your sub-branch are eligible to be considered under the terms of the above conditions, you forward the full name and address, together with the necessary details to reach HSU Head Office **NO LATER THAN 31<sup>st</sup> May 2018**

The \_\_\_\_\_ sub-branch of the Health Services Union nominates  
\_\_\_\_\_ for life membership. This nomination was endorsed by a  
meeting of the sub-branch on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

Please fax to HSU Head Office **1300 329 478** or email to **agm@hsu.asn.au**



# Health Services Union

## Acknowledgement of Nomination

### To nominee:

Name \_\_\_\_\_

Please accept this as receipt for the nomination for

the position of \_\_\_\_\_

in the \_\_\_\_\_ Sub-branch.

**If more than sufficient candidates are nominated for the above position an election will be conducted at the Annual General Meeting which is being held at:**

Place \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time \_\_\_\_\_

Returning officer

\_\_\_\_\_

**Signature**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Date**

## NOTICE ADVISING SUB-BRANCH ELECTION REQUIRED

<p>More than sufficient candidates have nominated and an election is required for the following positions.</p>	

The election for the above positions shall be a secret ballot to be conducted at the Annual General Meeting.

Place \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time \_\_\_\_\_

\_\_\_\_\_  
**Sub-branch Returning Officer**

Such ballot shall be counted on the first past the post principle and shall be conducted in the order of President, Vice-president and Secretary.

Members of the Sub-branch who will not be present at the AGM may make request, in writing to the returning officer, for an absentee vote, any time after the closing date for nominations and before the AGM.



## AGM RESULTS – HEAD OFFICE COPY

The \_\_\_\_\_ Sub-branch Executive Committee positions

	Name	Member number	E-mail address	Phone numbers
President				
Vice-President				
Secretary				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				

\_\_\_\_\_ / / \_\_\_\_\_  
Sub-branch Secretary

\_\_\_\_\_ / / \_\_\_\_\_  
Date

Please fax to HSU Head Office **1300 329 478** or email to **agm@hsu.asn.au**



