



Sub-branch *Secretary Kit 2020*

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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 2020. 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)
- Delegate to conference (entitlement below)

Financial Member	Delegates to Conference
15 & Over	2

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 _____

CONFERENCE DELEGATE NOMINATION FORM

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

First name _____ Surname _____

To attend the **2020 HSU CONFERENCE 12th — 14th July 2020, Hyatt Regency Sydney**

NOTE: Delegates must be a FINANCIAL member of the HSU at the time of nomination

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

I, name (please print): _____

Address _____

Employed at _____ Workplace _____

Sub-branch _____

Accept this nomination to attend the 2020 HSU Conference

Signature _____ Date ____ / ____ / ____

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 29th May 2020**

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

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

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 Delegate 1				
Committee Delegate 2				

Sub-branch Secretary

_____/_____/_____
Date

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

AGM RESULTS – NOTICE BOARD

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 Delegate 1				
Committee Delegate 2				

Sub-branch Secretary

_____/_____/_____
Date

PLEASE PLACE ON NOTICE BOARD

Information for 2020 HSU Conference

Sunday 12th July – Tuesday 14th July 2020

Location

Hyatt Regency Sydney
161 Sussex Street
Sydney NSW 2000

Requirements to attend

1. The Annual General Meeting (AGM) to elect a delegate must be held from the 1st February and no later than 30th April 2020.
2. Conference **delegates must be a financial member of the HSU at the time of nomination.**
3. Online registration must be completed and include air travel, accommodation and special dietary requests.
Registration online opens 1st March 2020 until **10th May 2020**

Air travel and accommodation will only be provided to accredited delegates. Further information regarding air travel and accommodation details will be forwarded the week prior to conference.
4. Letter of request to employer to attend the HSU Conference 2020.

Only accredited delegates are eligible to attend the conference.