

**NOTICE OF ANNUAL GENERAL MEETING**

**AND**

**ELECTION OF OFFICE BEARERS**

**AND**

**SPECIAL RESOLUTION TO AMEND THE RULES OF  
THE SOCIETY**

**The Annual General Meeting of the Industrial Relations Society of Victoria Inc shall be held on:**

**Thursday, 25 November 2004 at 6.00pm**

**At Bluestone Restaurant, 349 Flinders Lane, Melbourne**

**The meeting will be followed by the Patron's Night Dinner**

Nominations for the positions of President, Vice Presidents (4), Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and Committee person (8) must be lodged with the Secretary by close of business Thursday 18 November 2004.

**ANNUAL GENERAL MEETING  
25 November 2004**

**6.00 pm**

**AGENDA**

**DATE OF MEETING:**.....25 November 2004

**VENUE:**.....Bluestone Restaurant, Flinders Lane, Melbourne

- 1 Welcome & Introduction of Chairperson**
- 2 Apologies**
- 3 Minutes of Previous Annual General Meeting- 27 November 2003**
- 4 Business Arising from Minutes**
- 5 Correspondence**
- 6 Reports**
  - 6.1 President's Report
  - 6.2 Secretary's Report
- 7 Financial Matters**
  - 7.1 Treasurer's Report for year ended 30 September 2004
  - 7.2 Appointment of Auditor
- 8 Election of Office Bearers**
- 9 General Business**
  - 9.1 Life Members
  - 9.2 Resolution to increase the annual subscription
- 10. Special Business**
  - 10.1 Special Resolution to amend the Rules of the Society

## **SPECIAL RESOLUTION TO AMEND THE RULES OF THE SOCIETY**

At the AGM, the following Special Resolution to amend the Rules of the Industrial Relations Society of Victoria Inc will be submitted to Members:

1. To amend Rule 23 subclause (3) by replacing the words "twenty-five" with the words "fifteen".
2. To amend Rule 27 subclause (2) by renumbering it to "Rule 27 (3)".
3. To insert a new Rule 27 subclause (2) as follows: "All votes shall be given personally or by proxy."
4. To amend Rule 45 by replacing the words "for the purposes of Rule 6(2) and 9(6)(a)" with "for the purposes of Rule 6(2), 9(6)(a) and 27".

Following the change, Rules 23 (3), 27 and 45 will read:

- "23 (3) Fifteen financial members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- ...
- 27 (1) Upon any question arising at a general meeting of the Society, a member has one vote only.
- (2) All votes shall be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- ...
- 45 For the purposes of Rules 6(b) and 9(6)(a) and 27, each member is entitled to appoint another member as a proxy by notice (in the form determined by the Secretary) to the Secretary no later than 24 hours before the time of the general meeting."

The effect of the changes to the Rules will be to:

- (a) require 15 members to be present for a quorum at General Meetings of the Society; and
- (b) allow for proxy votes at the General Meetings of the Society.

**ANNUAL GENERAL MEETING  
27 November 2003**

**6.00 pm**

**MINUTES**

**DATE OF MEETING:**.....27 November 2003

**VENUE:**.....William Angliss, Little Lonsdale Street, Melbourne

**1 WELCOME & INTRODUCTION OF CHAIRPERSON**

Julie Hansen, President of the IRSV, welcomed the members of the IRSV.

There were approximately 26 members present.

Attendees: N Boehm, T Butler, M Butler, S Consolino, P Cooley, B Dight, T Donaghey, D Drew, A Drohan, G Fary, R Goller, J Hansen, R Homes, P O'Donoghue, F Parry, G Pinchen, L Richardson, T Ryall, R Sinclair, L Stewart, M Taylor, E Underhill, M Williams, L Whitwell.

**2 Apologies**

Apologies were received from M Pittard and K Waite

It was moved and seconded by G Fary and M Williams that the apologies be accepted.

CARRIED.

**3 Minutes of Previous Annual General Meeting- 28 November 2002**

It was noted that the following amendments need to be made to the 2002 minutes:

7.2 *Appointment of Auditor should read:*

*"As Mr Dight was retiring as auditor, a new auditor needs to be appointed.*

*It was moved and seconded by P O'Donoghue/E Orpin that auditors Bentley's MRI be appointed as the Society auditor for the financial years 2001/2002 and 2002/2003."*

It was moved and seconded by R Homes and C Englander that the minutes of the previous AGM as circulated and as amended be confirmed.

CARRIED.

**4 Business Arising from Minutes**

There was no business arising.

## **5 Correspondence**

No correspondence has been received.

## **6 Reports**

### **6.1 President's Report**

It was moved and seconded by S Consolino and M Williams that the President's Report be accepted.

CARRIED.

### **6.2 Secretary's Report**

It was moved and seconded by M Butler and R Goller that the Secretary's Report be accepted.

CARRIED.

## **7 Financial Matters**

### **7.1 Treasurer's Report for year ended 30 September 2003**

It was moved and seconded by R Homes and C Englander that the Treasurer's Report be accepted.

CARRIED.

It was moved and seconded by P O'Donoghue and M Butler that the audited accounts for the year ending 30 September 2002 be accepted, subject to their sign-off by appointed auditors Bentleys MRI.

CARRIED.

It was moved and seconded by P O'Donoghue and M Butler that the audited accounts for the year ending 30 September 2003 be accepted, subject to their sign-off by appointed auditors Bentleys MRI.

CARRIED.

### **7.2 Appointment of Auditor**

It was moved and seconded by P O'Donoghue and S Consolino that:

*Bentleys MRI be appointed to audit the accounts of the Society for the year ending 30 September 2004.*

CARRIED.

## **8 Election of Office Bearers**

Lindsay Whitwell was elected as the Returning Officer.

Lindsay Whitwell advised that the following nominations had been received:

*[No nomination for President due to the Rule change]*

Vice Presidents	F Parry, C Phillips, M Taylor, E Underhill
Past President	M Butler
Secretary	L Richardson
Assistant Secretary	N Boehm
Treasurer	K Waite
Assistant Treasurer	P O'Donoghue
Committee:	P Cooley, D Drew, C Englander, R Goller, S Morrison, M Pittard, L Stewart, M Williams
Co-opted Members:	D Foggo, D Gregory, R Homes, T Ryall, J Whitecross

It was moved and seconded by A Birmingham and M Butler that the above nominations for the Executive Committee 2004 be accepted.

CARRIED

The officers were declared appointed in accordance with the Rules.

## **9 General Business**

### 9.1 Life Members

It was moved and seconded by M Butler and C Englander that Santo Consolino and Bob Dight be accepted as life members of the IRSV.

The meeting closed at 7.05pm.

Lindy Richardson  
Secretary.

**IN ACCORDANCE WITH THE RULES OF THE SOCIETY NOMINATIONS FOR THE FOLLOWING POSITIONS ON THE COMMITTEE CLOSE ON 18 NOVEMBER 2004.**

- 1        PRESIDENT**
- 2        VICE PRESIDENTS (4)**
- 3        TREASURER**
- 4        SECRETARY**
- 5        ASSISTANT SECRETARY**
- 6        ASSISTANT TREASURER**
- 7        COMMITTEE MEMBERS (8)**

**NOTE THERE MUST BE THE FOLLOWING MIX OF COMMITTEE MEMBERS – 2 MANAGEMENT, 2 UNIONS, 2 GOVERNMENT, 2 PROFESSIONALS AND 2 ACADEMIC.**

**NOMINATIONS MUST BE IN WRITING SIGNED BY AT LEAST TWO MEMBERS OF THE SOCIETY WITH THE WRITTEN CONSENT OF THE NOMINEE.**

.....  
**TO THE SECRETARY IRSV  
GPO BOX 1586P  
MELBOURNE VIC 3001**

**WE WISH TO NOMINATE ..... FOR THE POSITION OF**

.....

.....  
**SIGNED**

.....  
**SIGNED**

**I ACCEPT THE NOMINATION**

.....  
**SIGNED**

.....  
**DATED**

## Extracts of the Rules of the Industrial Relations Society of Victoria

### Alteration of Rules

6. The rules and/or statement of purpose of the Society may be added to, amended or repealed at any general meeting of the Society provided:
  - (1) Written notice of the proposed addition, amendment or repeal has been sent by the Secretary to the financial members of the Society at least 21 days before the meeting; and
  - (2) Three-quarters of the members present and entitled to vote at the meeting vote in person or by proxy in favour of the proposed addition;
  - (3) At any meeting at which a special resolution is submitted, a declaration by the chairperson that the resolution has been carried is conclusive proof of the fact unless a poll is demanded;
  - (4) These rules and the statement of purposes of the Society shall not be altered except in accordance with the Act.

### Committee of Management

11. (3) Subject to section 23 of the Act, the Committee shall consist of-
  - (a) the officers of the Society; and
  - (b) eight ordinary members:

each of whom, subject to these rules, shall be elected at the annual general meeting of the Society in each year. Provided that at least two members of the Committee shall come from management, two from the unions, two from government services, two from professions and two from academic institutions.
- (4) Each ordinary member of the Committee shall, subject to these rules, hold office until the annual general meeting next after the date of election but is eligible for re-election.

### Election of Members of Committees

13. (1) Nominations of candidates for election as officers of the Society or as ordinary members of the Committee-
  - (a) shall be made in writing, signed by two members of the Society and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (b) shall be delivered to the secretary of the Society not less than seven days before the date fixed for the holding of the annual general meeting.
- (2) A candidate may only be nominated for one office or as an ordinary member of the Committee prior to the Annual General Meeting.

- (3) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of officers and ordinary members of the Committee must be conducted by secret ballot at the annual general meeting in such usual and proper manner as the Committee may direct.