



## **NOTICE OF ANNUAL GENERAL MEETING**

**AND**

## **ELECTION OF OFFICE BEARERS**

The Annual General Meeting of  
the Industrial Relations Society of Victoria Inc (A0032014N) will be held  
on:

**Thursday, 26 November 2009 at 6.00pm**

**Tuscan Bar  
Level 1, 79 Bourke Street, MELBOURNE**

**The AGM will be followed by our Patron's Night Dinner** (with Guest Speaker *Steve Knott, Chief Executive, Australian Mines and Metals Association*).

Nominations for the positions of

**Vice Presidents (4 positions)**

**Secretary**

**Assistant Secretary**

**Treasurer**

**Assistant Treasurer, and**

**Committee (8 positions)**

must be lodged with the Secretary by  
close of business *Wednesday 18 November 2009*.



INDUSTRIAL RELATIONS SOCIETY OF VICTORIA INC. (A0032014N)  
GPO BOX 1586P MELBOURNE 3001  
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## **AGENDA**

### **ANNUAL GENERAL MEETING**

**26 November 2009  
6.00 pm**

**DATE OF MEETING:** 26 November 2009  
**VENUE:** Tuscan Bar  
Level 1, 79 Bourke Street, MELBOURNE

- 1 Welcome & Introduction**
- 2 Apologies**
- 3 Minutes of Previous AGM - 27 November 2008**
- 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 2009
  - 7.2 Appointment of Auditor
- 8 Election of Office Bearers and ordinary Committee Members**
- 9 General Business**
  - 9.1 Life Members

9.2 Annual subscription

9.3 Resolutions to amend the Society's Rules as follows:

- (a) Amend rule 22 (Notice of General Meeting) by making the following changes to subrule 22(1):

NOTICE OF GENERAL MEETING

22. (1) The Secretary of the Society shall, at least fourteen days or if a special resolution has been proposed, at least twenty one days, before the date fixed for holding a general meeting of the Society, cause to be sent to each member of the Society ~~at the address appearing in the register of members,~~ a notice in accordance with rule 42 ~~by pre-paid post or if the member requests, by facsimile or electronic transmission,~~ stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

- (b) Amend rule 42 (Service of Notices) by making the following changes to subrule 42(1):

SERVICE OF NOTICES

42. (1) ~~Except for the requirements of Rule 22, a~~ Any notice that is required to be given to a member, by or on behalf of the Society, under these Rules may be given by:

(a) delivering the notice to the member personally; or

(b) electronic transmission, to the email address of the member shown in the register of members, unless the member has requested notice by pre-paid post or by facsimile; or

~~(c)~~ sending it by pre-paid post addressed to the member at that member's address shown in the register of members, if the member has requested that the notice be given to him or her in this manner; or

~~(d)~~ facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or

~~(d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.~~

*Explanatory note: Items (a) and (b) are identical to those adopted at the Society's November 2007 AGM, but disallowed because of late lodgement.*

- (c) Amend rule 15(1) (relating to Committee Meetings) by adding the following words:

A meeting shall be held in person, or where consented to by a majority of committee members, by telephone or other electronic communication.

*Explanatory note: Item (c) enables committee meetings to be held by telephone or videoconference.*

9.4 Resolutions to ratify the actions of 2008 AGM and election of 2009 executive committee as follows:

(a) Noting that:

- the 2008 Annual General Meeting of the Industrial Relations Society of Victoria was notified to members by email, except in the case of those members who specifically requested some other form of notification;
- this form of notification was consistent with a rule change adopted at the 2007 Annual General Meeting; and
- because of a failure to advise Consumer Affairs Victoria of the rule change within the required period, the rule change was ineffective,

To the extent necessary, this Annual General Meeting of the Industrial Relations Society of Victoria ratifies the actions of the 2008 Annual General Meeting including, but not limited to, the election of office bearers and committee members.

(b) If the Resolution in paragraph (a) is adopted, the following resolution be put to the meeting:

That the bona fide actions of the 2009 Executive Committee (as elected at the 2008 AGM) during its term of office be ratified.



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In accordance with the Society's Rules, nominations for the following positions on the Society committee close at 5pm, Wednesday 18 November 2009.

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

The Society's Rules require the Society's Committee to be comprised of members as follows: 2 from management, 2 from unions, 2 from government services, 2 professionals and 2 from academic institutions.

Nominations must be in writing signed by at least two members of the society with the written consent of the nominee.

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

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

.....

**SIGNED.....**

**NAME.....**

**DATED .....**

**SIGNED.....**

**NAME.....**

**DATED .....**

**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.