

A. Jeffrey

**THE BALLARAT TRAMWAYS
and S.E.C. BENEFIT FUND**

Approved by the Department of Social Services



**OBJECTS, RULES
AND
REGULATIONS**

THE BALLARAT TRAMWAYS
and S.E.C. BENEFIT FUND

Approved by the Department of Social Services



President : J. TUCKER

Vice-Presidents :

L. HOARE and H. GILBERT

Secretary and Treasurer : W. CROSS

Committee :

R. PARROT, J. MEGEE, J. TONKIN,
S. STEVENSON, B. BROWNE,
V. McCARTIN, P. EGAN

THE BALLARAT TRAMWAYS and S.E.C. BENEFIT FUND

OBJECTS, RULES AND REGULATIONS

Revised by Annual Meeting held on Monday,
29th July, 1963.

NAME

1. The Ballarat Tramway and S.E.C. Benefit Fund.

(a) The office of the Fund shall be situated at 10 Sussex Street, Ballarat.

OBJECT

2. (a) To provide a fund out of which payments may be to members who, as a result of sickness or accident, are unable to attend work.

(b) To provide for the payment of a sum of money on the death of a member.

MANAGEMENT

3. The management of the affairs of the Ballarat Tramways and S.E.C. Benefit Fund shall be vested in a General Committee. The General

Committee shall have power to appoint an Executive Committee and such other Committees as it may think fit. Any member who is absent from two (2) consecutive meetings without leave shall thereby vacate his seat.

(a) TRUSTEES. There shall be three Trustees of the Fund who shall, subject to these Rules, hold office until the appointment of their successors.

(b) In the event of the death or a removal of a Trustee the Committee shall appoint some other person to fill the vacancy until the next Annual General Meeting, when such meeting shall elect some person to fill such vacancy.

(c) A special General Meeting of members may at any time, by a resolution passed by three-fourths of such members as are personally present thereat, remove any one or more of the Trustees and appoint another or others in his or their place or places.

(d) The Trustees of the Fund shall have vested in them as such Trustees for and on behalf of the Fund all real or personal property of the Fund and shall, whenever called upon by the Committee, execute and do all documents and things to transfer and otherwise deal with any of such property in the manner directed by the Committee. The Trustees shall not be liable to make good any deficiency which may arise or happen in the finances of the Fund but shall be liable only for the property or moneys which shall be actually received by them on account of the Fund.

CONSTITUTION OF GENERAL
COMMITTEE

4. The General Committee shall consist of not less than ten (10) members or more than fifteen (15) members.

5. In the event of any vacancy occurring through the resignation of a member, or from any other cause, the Committee shall be entitled to fill the vacancy so caused.

6. Five (5) members of the Committee present at any meeting shall form a quorum of all meetings of the Committee.

7. Ballarat shall be the headquarters of the Fund.

8. The Committee shall, unless otherwise determined, meet at least twice a year on such a day and at such an hour as may be determined. Notice in writing of meetings shall be sent to members three days before each meeting. Should twelve (12) members or more request the President to call a Special Meeting, in writing, or should he himself deem such a meeting necessary, he shall direct the Secretary to call a meeting at a date to be fixed by him, and the business to be discussed shall be indicated in the notice convening the meeting.

(a) The Committee may pay out of the funds all such expenses as are properly incurred in the management and administration of the affairs of the Fund.

(b) In the event of any question arising as to the interpretation of any of these rules, such question may be decided by the Committee, whose decision shall be final.

EXECUTIVE

9. The following shall be the Executive of the Fund :—

- (a) The President, Vice-President of the Fund.
- (b) The Treasurer, the Secretary, and two (2) Auditors.

COLLECTORS

10. The Committee shall appoint Collectors at various places, if required.

MEETING OF MEMBERS

11. The Financial Year shall terminate on 30th June. The Secretary shall furnish his yearly balance sheet to the Treasurer. Annual General Meeting held not later than 31st July of each year. Such Annual General Meeting shall be convened throughout the district by notice in writing.

A report on the work of the previous year, together with statements of income and expenditure of the Fund, duly audited, shall be presented.

MEMBERS

12. Any person employed by the S.E.C. in Ballarat and District shall be eligible for membership.

(a) Any person so employed shall become a member on payment of 1/- joining fee. Weekly contributions shall be 1/6. Members become eligible for benefits after paying 12 weekly contributions.

BENEFITS

13. Any member who is unable to attend his usual employment for a period of three working days shall receive benefits at the rate of £2-0-0 per week to a maximum of 6 calendar months. Members whose full days sick pay have expired shall receive £5 per week to a maximum of £48.

(a) After having drawn Sick Pay to the extent of £48, such member will not draw benefits until he or she has stood down for 12 weeks.

(b) After having stood down for 12 weeks and paid contributions for that period, shall again become eligible for benefits in accordance with this clause, or £48.

(c) Obligations for payment of contributions under 12 (a) may be waived by Executive at its discretion.

(d) Any member reaching retiring age shall be eligible for benefits for a period of 12 weeks from date of retirement.

(e) Any member leaving or being discharged from the S.E.C. shall immediately become a non-member and shall be refunded all moneys paid in advance.

(f) That in the event of the death of a financial member, a payment to his widow shall be made. This payment to be at the rate of two pounds per week, for three calendar months.

(g) On the last Friday of June in each year the balance of the fund, after providing for all existing liabilities shall, except as to the sum of £3 per member, be divided amongst all who are then financial members, in proportion to the amounts respectively contributed by them during that year under Rule 12 (a) hereof.

(h) Members receiving full Compensation or Repatriation Benefits are not eligible for Benefits from this Fund.

CLAIMS

14. All claims must be lodged with the Secretary or Steward within four (4) days of the commencement of incapacitation period, and shall notify Secretary or Steward within 48 hours of the resumption of duty.

UNFINANCIAL MEMBERS

15. Any member one month in arrears will be unfinancial and not entitled to benefits until six weeks after all arrears have been paid up.

PAYMENT OF CLAIMS

16. The Treasurer shall pay all claims as soon as possible after claim is found correct.

(a) Any dispute between the Society and any member or person claiming through a member under these Rules, shall be decided by the Committee whose decision shall be final.

THE SECRETARY

17. The Secretary must keep the Books in good order and must produce them and all moneys in hand to the President or Auditors whenever requested to do so.

(a) The Funds Account must be kept in the Commonwealth Bank and all monies in excess of £5 must be lodged in the Bank.

(b) Any member or other person having an interest in the funds of the Society may, upon giving notice of two days to the Secretary of his desire to do so, inspect the books of the Society.

(c) Every officer or member having the receipt or charge of moneys belonging to the Fund shall become bound as required by Section 19 of the Friendly Societies Act 1928.

(d) The Secretary shall be responsible for furnishing to the Government Statist, the returns required by the Friendly Societies Act and for the furnishing of any other documents required to be furnished by that Act or the Regulations under it.

OFFICERS

18. All Office-Bearers to be elected at the Annual Meeting.

ALTERATION TO CONSTITUTION

19. The Constitution shall not be altered except at an Annual Meeting.

(a) Notice of such alteration to be forwarded in writing seven (7) days prior to the meeting.

ORDER OF BUSINESS

- (a) Reading and Confirming Minutes of previous meeting.
- (b) Reading and dealing with Correspondence.
- (c) Accounts.
- (d) Reports.
- (e) Notice of Motions must be in writing.
- (f) Election of Officers when necessary.
- (g) General Business.

J. TUCKER, President.

W. CROSS, Secretary and Treasurer.

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Waller & Chester, Printers, Ballarat