

*D. Kellest*

**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

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## OBJECTS, RULES AND REGULATIONS

Adopted and Revised by General Special Committee Meeting held on Friday, January 24, 1947.

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### NAME.

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

### OBJECT.

2. To obtain certain benefits for its members.

### 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.

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.



#### 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 31st December. The Secretary shall furnish his yearly balance sheet to the Treasurer. Annual General Meeting held not later than 31st January 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.

12a. Any person so employed shall become a member on payment of 1/- joining fee and one month's contributions of four shillings (4/-) in advance and shall, after having paid twelve (12) weeks' contributions, become eligible for benefits.

## BENEFITS.

13. Any member who is unable to attend his usual employment for a period of three days shall receive Sick Pay at the rate, pro rata, of £2 per week, viz.,  $5/8\frac{1}{2}$  per day. After three days, and still unable to resume duty, shall be paid  $5/8\frac{1}{2}$  per day, or £2 per calendar week for a period of six (6) calendar months.

(a) After having drawn Sick Pay to the extent of £48, such member will not draw benefits until her 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) Any member receiving benefits shall not pay contributions until he resumes work, or has drawn £48.

(d) Any member reaching retiring age and leaving the S.E.C., shall receive half the amount standing to the credit of such member, and upon the death of such member the full amount of credit will be paid to his next of kin, and 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.

#### 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) Should any dispute arise regarding claims, such dispute shall be submitted to the President and any two Financial Members, one to be elected by the Claimant, and one by the Secretary, who will then as a committee decide the dispute, 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 moneys in excess of £5 must be lodged in the Bank.

#### 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.

H. KNIGHT, President.

W. CROSS, Secretary and Treasurer.

Waller & Chester, Printers, Ballarat.