

Malvern Electric
Tramways Club.



Rules
and
Constitution



McKELLAR PRESS, MALVERN

Malvern Electric Tramways Club.



RULES AND CONSTITUTION.

These Rules were adopted by Ballot of
Members on Tuesday, February 27th,
1941.

R. SAVAGE, President. G. NIXON, Secretary.



This book is the property of
M.E.T.C.

MALVERN ELECTRIC TRAMWAYS CLUB.

RULES AND CONSTITUTION

NAME.

1.—The Club shall be known as the Malvern Electric Tramways Club.

OFFICE.

2.—The Club Headquarters shall be at the Malvern Depot, and all meetings shall be conducted there.

CONSTITUTION.

3.—The Club shall consist of and be limited to male employees on the Permanent Staff of the Melbourne and Metropolitan Tramways Board. All persons applying for membership after the date of the adoption of these Rules (27th February, 1941), shall sign an application in a form supplied by the Secretary to the Applicant. The Applicant will be accepted if under the age of Forty-five years, and any Applicant may be required as a condition of his acceptance, to produce to the Secretary a medical certificate from the Club Doctor that at the date of his application he is in good health. An Applicant who complies with this Rule shall be entitled to be admitted, and shall be admitted.

OBJECTS.

- 4.—(1) To promote sociability and good fellowship in the service.
- (2) To promote and maintain a Sick, Accident and Funeral Fund.

CONTRIBUTIONS.

5.—The contributions shall be such weekly sum as shall be determined by the General Members from time to time at a Meeting or by Ballot, as provided by Rule 24.

GOVERNMENT.

6.—The general business of the Club shall be conducted by a President, two Vice-Presidents, Treasurer, Assistant Treasurer, General Secretary, Assistant Secretary, Librarian, and Ten Committeemen, who shall be elected by ballot, and shall constitute the General Committee. Seven members of this Committee to form a quorum.

The Committee shall have power to fill any vacant position for which no nomination has been received.

7.—At the end of six months, in December, Five of the General Committee shall retire, together with the President, Treasurer, Assistant Secretary, and Senior Vice-President.

At the end of the second six months, in June, the Five Senior Committeemen, the Assistant Treasurer, Secretary, Librarian and Senior Vice-President shall retire.

When any vacancy occurs in Committee, said vacancy shall be filled by the General Committee, and the member so appointed shall hold office only for the remainder of his predecessor's term.

8.—The retiring Officer or Members shall be eligible for re-election, but any member holding and wishing to nominate for another position must first resign from the position already held. No member shall nominate for more than one position.

9.—Questions at any General or Committee Meeting of the Club shall be decided by a majority of votes, and the President or Presiding Officer for the time being shall have a casting vote only.

10.—Subject to these Rules, the General Committee shall transact all the business affairs of the Club.

11.—The General Committee will have authority to interpret any Rule and, on appeal, to determine any matter relating to the Club on which the Rules are silent, and to settle any disputes between members, and its decision shall be final, subject to appeal to a General Meeting.

12.—The General Committee shall meet at least once every four weeks, and, in addition, as often as the Club may require.

13.—Ordinary General Meetings of the Club shall be held as follows—one during the month of January, and one during the month of July of each year, and the dates of each ordinary General Meeting shall be fixed by the General Committee.

At least seven days' notice of each Ordinary General Meeting shall be given, as prescribed by Rule 16.

14.—The General Secretary shall submit a Progress Report, and the Treasurer a Balance-Sheet at every Ordinary General Meeting.

15.—Special General meetings may be convened at any time by the General Committee, and shall be convened by the General Committee upon the requisition of one-third of the members.

At least seven days' notice of such Special General Meeting shall be given.

16.—All notices in reference to General Meetings, or of alterations of rules, shall be posted in the Club's Notice Case.

17.—Any Member of the General Committee who absents himself from General Committee meetings without sending a satisfactory apology will be marked absent at Roll Call. ANY Member of the General Committee

who, without such an apology, fails to attend three consecutive meetings, shall be deemed to have forfeited his position, and his seat shall be declared vacant by the General Committee.

18.—Officers of the Club shall hold office for twelve months, subject to the conditions laid down in Rule 7, but the whole or any of the Officers may be unseated at a Special General Meeting called to consider their conduct, and of which due notice has been given.

In the event of an Officer being unseated at a Special General Meeting, the vacancy shall be filled within 14 days, subject to Rules 7 and 8.

19.—The President shall preside at all meetings, preserve order, submit to the General Committee suggested fines for any infraction of the Rules, see that the Rules and By-Laws of the Club are properly and impartially administered, and shall be ex-officio member of all Sub-Committees, but shall not speak on any motion until he vacates the Chair.

20.—The Vice-Presidents shall assist the President in maintaining order, and shall officiate for him during his absence. In the absence of President and Vice-President the meeting shall select some Presiding Officer.

21.—The Secretary and Assistant Secretary shall attend all Ordinary and Special General Meetings, and all General Committee Meetings, and shall be ex-officio Members of all Sub-Committees.

22.—The General Secretary shall take charge of the books and documents of his office, and cause correct entries to be made of all matters and things done in the ordinary course of the proceedings of the Club, and shall, whenever required by Members of the Committee, render to them an account of all transactions, matters and things relating to the Club or its affairs over which he may have cognisance. Further, he shall hand over all his books,

vouchers, papers, etc., pertaining to his office to the General Committee when so required by it, and such books, vouchers and documents, papers, etc., shall at all times be the property of the General Committee.

23.—The General Secretary shall give seven days' notice convening all meetings of the General Committee required in the ordinary course of business, at such time and place as may be determined by the Rules of the Club.

24.—It shall also be the duty of the General Secretary to convene all Ordinary and Special General Meetings of the Members of the Club in accordance with the resolution of any General Meeting, or of the General Committee on their behalf, and in the absence of any such resolution it shall be his duty to convene the ordinary meetings of the Club at some time during the week or month determined upon for holding the same by or pursuant to these rules, and in the event of no directions being given by the General Committee as to the convening of a Special General Meeting, upon the signed requisition of not less than one-third of the Members he shall convene such meeting within the time limited for that purpose, and Rule 15. A quorum at any General Meeting shall be not less than Fifteen per cent. of the total Members.

The Committee shall be empowered to institute a Ballot on any matter at any time, and the decision of a simple majority of the Members who have voted at such Ballot shall be valid for all purposes.

25.—The General Secretary shall advise the Treasurer of all resolutions relating to financial matters which shall have been decided at any Committee or General Meeting.

26.—The General Secretary shall receive and forward to the Treasurer all moneys received by or on account of the Club with the exception of the General Subscription

of the Club, which shall be deducted from the Members' wages by the Board, and forwarded to the Treasurer.

27.—Moneys collected by the Secretary shall be forwarded to the Treasurer within 48 hours from the receipt thereof, and be accompanied by a written statement setting out in detail the purposes for which such moneys were received.

28.—The General Secretary shall forward to the Treasurer all vouchers for moneys paid by the said General Secretary, and all accounts which the General Committee has passed for payment.

29.—The General Secretary shall submit at every General Committee Meeting progress reports of the Club, and at the ordinary half-yearly meetings held in January and July, he shall submit a Biennial Report, and perform such other duties as may be required by the Club.

30.—The Assistant Secretary shall attend Ordinary and Special General Meeting, and take Minutes thereof, which shall be authenticated by the signature of the President or Presiding Officer for the time being.

He shall assist the General Secretary in the performance of his duties as directed by the General Committee from time to time.

31.—The Treasurer shall have charge and custody of all moneys belonging to the Club. He shall keep or cause to be kept all the the Financial Books that may be required to show the true position of the Club from time to time. He shall place all the Club moneys in an approved Bank or Banks, or invest them as may be determined by the Trustees, when consistent with the Rules of the Club. He shall pay all lawful demands when accounts have been passed for payment by the General Committee. He shall make all payments by cheque, which must be signed by the President, Vice-President, the General Secretary and Treasurer, or by

any three of them. He shall produce the Bank Book at every regular General Meeting of the Club, and at any Special General Meeting of which he shall have received notice from the President or General Secretary, and when required by the General Committee or Auditors, he shall produce all books and vouchers relating to the funds, he shall prepare a monthly statement of Receipts and Payments, and at the end of each half-year he shall prepare a Statement of Income and Expenditure, and a Balance-Sheet, which, after being signed by the Auditors, shall be posted in the Club Room at least three days prior to the Half-Yearly or Annual Meeting, and be presented to the Club by the General Secretary.

32.—The Assistant Treasurer shall assist the Treasurer, as directed by the General Committee, from time to time.

33.—Should it appear at any time that an Officer or Member of the Committee is not performing his duty properly, a Notice of Motion may, after consideration of the General Committee, be tabled and read to a General Meeting, and if a vote adverse to him is passed at a General Meeting he shall be dealt with as the Committee may think fit. Another Officer or Member may be appointed in his stead in accordance with Rules 6 and 7.

34.—The Committee shall have power to suspend any of its Members who may be dealt with as the Committee or any duly elected Sub-Committee may think fit, subject always to the right of the Accused Member to Appeal to the General Meeting within 28 days of the announced decision on the case. The Accused Member shall receive at least 7 days' notice in writing of the intended Meeting of the Committee, and of the nature of the complaint against him.

AUDITORS.

35.—The Accounts shall be audited during the months of June and December of each year by an Auditor who shall be appointed by the General Committee.

FUNDS AND CONTRIBUTIONS.

36.—The Funds of the Club shall consist of the General Fund, and the Sick, Accident and Funeral Fund.

37.—The General Fund of the Club shall consist of 12½ per cent. of Members' Contributions, which shall be augmented by such subsidy or gratuity as may from time to time be received from the Melbourne and Metropolitan Tramways Board, and by all Money received in entrance fees, fines, canteen sales, profits, interest on Capital, or raised in such other manner as the General Committee may think fit. Such fund shall be used for the Management of the Club.

38.—The Sick, Accident and Funeral Fund shall consist of 87½ per cent. of the Members' contributions, and all Death Levies.

39.—In the event of the Sick, Accident and Funeral Fund being unable to meet its just debts, the General Fund may be drawn on for that purpose, and in the event of the two combined Funds containing less than £100, with the exception of the stock of the canteen, the General Committee shall, if it considers it necessary, have power to impose a levy of 1/- per member per fortnight until the combined Funds amount to, but not exceed, the sum of £150.

40.—The Funds of the Sick, Accident and Funeral Fund shall on no account be used for any other purpose than the payment of Sick, Accident and Funeral benefits.

SICK, ACCIDENT AND FUNERAL FUND.

41.—No Member shall be entitled to Sick Pay until he has been a Member for at least Thirteen Weeks, after which he becomes eligible for half benefits, i.e., Sick and Accident. Full benefits are payable only after Twenty-Six weeks' membership, and includes the Death Levy.

42.—Subject to these Rules, any Member becoming incapacitated by sickness or accident shall be entitled to receive Sick Benefit while incapacitated. For the first Twenty-Six weeks he shall receive weekly such sum as may for the time being have been fixed by a General Meeting or Ballot under Rule 24. For the Twenty-Seventh week he shall receive One Pound, and payment at that rate shall continue until (a) his incapacity ceases; or (b) he has received in sick pay the sum of Fifty-Two Pounds, whichever event is the earlier.

A Member receiving Workers' Compensation shall during his incapacity receive as sick pay One Guinea a week, or such other sum as may from time to time have been fixed by a General Meeting or a Ballot under Rule 24, but in respect of that incapacity shall not receive in sick pay more than Fifty-Two Pounds.

A Member who within any period of Twenty-Four Calendar Months has received in sick pay Fifty-Two Pounds shall be ineligible for further sick pay until Twelve calendar months have elapsed since the last payment, and a Member who within any period of Twelve months has received in sick pay Fifty-Two pounds shall be ineligible for further sick pay until Twenty-Four calendar months have elapsed since the first payment.

This Rule shall apply to any incapacity, whether continuous or intermittent.

This Rule shall apply to any incapacity suffered by a Member while on holidays, but a Member on leave of absence shall not be entitled to the benefits of this Rule. "Leave of Absence" means the period during which a Member has ceased to be in the employment of the Tramways Board, and has handed in his uniform and passes, retaining, nevertheless, a right to be re-instated on his application on resumption of work.

43.—Sick allowance shall be paid at the rate of Seven days per week. No sick pay shall be allowed for a less period than Three days. The Member shall be paid for the day he declares on the Fund, but not the day he declares off the Fund.

44.—No sick pay shall be allowed to any Member who becomes ill or meets with an accident, if such sickness or accident is proved to be caused by the partaking of intoxicating drink. The onus of proving that intoxicating liquor was not the cause of such sickness or accident shall be the responsibility of the Member concerned. In no circumstances shall a Member suffering from venereal disease be entitled to sick pay, and no Death Levy shall be struck on behalf of a Member whose death may have been caused by venereal disease, unless such Member has been able to previously satisfy the Club's Medical Officer that such disease has been contracted through no fault of his own. No sick pay shall be paid to a Member suffering from a self-inflicted injury.

45.—A Member dismissed through lack of employment or having been on leave of absence as defined in Rule 42 shall, on resumption of work, be accepted as a fully financial Member of this Club from date of resumption, on showing a clean bill of health if that is required by the Committee.

46.—On declaring on the Sick Fund, a Member shall give notice in writing to the General Secretary, stating the nature of his incapacity, and, if so required by the General Secretary, shall supply a copy of any medical certificate issued in respect of his claim. He shall also supply to the General Secretary a fortnightly medical progress report. If the original of any certificate or report is in his possession, he shall supply such original. If the Claimant is unable to sign personally, the signature of his wife or of some other adult member of his family may be accepted.

47.—When a Member is able to resume his employment, he shall notify the General Secretary or person appointed for such duty, and forward a Doctor's Certificate from the Head of his Department, if thought necessary by the Committee, stating that he has sufficiently recovered to do so.

48.—The General Committee shall have power at its discretion to instruct any Member to act as Sick Visitor, and such Member shall report to the General Secretary within 24 hours of visiting the Sick Member.

49.—Any Member in receipt of sick pay who shall do anything to retard his recovery from sickness or accident, such as showing signs of having taken intoxicating drink, or being absent from his residence from 8 p.m. to 8 a.m., shall for the breach of this Rule be liable to a minimum penalty of 10/-. Any person imposing on any Fund of the Club shall be expelled from Membership, and shall be sued for the amount improperly obtained by him.

Any person charged with an offence punishable under this Rule shall have notice of the charge, and an opportunity to defend himself.

50.—On the death of a Member from sickness or accident, except in the case of a Member on leave of absence, as defined in Rule 42, his widow or nominee shall, save

as hereinafter provided, receive as Funeral Allowance the sum of £12, together with such sum as shall be raised by a levy of 2/6 per Member, and on the death of a Member's wife the husband shall receive such sum as shall be raised by a levy of 2/- per Member.

An unmarried Member shall receive on the death of his mother, if a widow, the same sum as is payable on the death of a wife. Any claim in respect of a wife or widowed mother is conditional upon the Claimant being liable for the expense of the funeral, and proof of this must be given by a Statutory Declaration to the satisfaction of the General Committee. NO Death Levy shall be imposed in relation to any Member with less than Six calendar months' continuous and financial membership.

51.—Each Member shall appoint a nominee to whom shall be paid the amount due at his death, and for such purpose the General Secretary shall keep a book in which each Member shall nominate in writing the person to whom the Funeral Money and Levy shall be paid on his death. Any Member may substitute another nominee by written notice to that effect signed by himself, and it shall be the duty of the General Secretary to record such alteration.

52.—Notice of death of any Member shall be sent to the General Secretary as soon as possible after his decease, and whatever sum is due to such Member's nominee shall be paid to the same or, in default of nomination, to the next-of-kin, within Two calendar months after the claim is made, on production of satisfactory evidence of the claim. Each Claimant must produce a Certificate of Death. If the nominee for any deceased Member be dead, or cannot be found, or if no nominee has been appointed and there are no relations to be found, then the deceased shall be decently interred by the Club under the superintendence of the General Committee, and the surplus money, if any, unless claimed within 12 months

from the time of death, shall become the property of the Sick, Accident and General Fund.

53.—A Member with a membership of not less than Six calendar months may, notwithstanding transfer to another Depot, retain his membership of the Club. Any fully financial Member transferred to another Depot shall be entitled to a transfer to the Club (if any) at that Depot provided that a reciprocal arrangement for transfer exists between the two Clubs. The Club will accept a transfer from such another Depot Club of a fully financial Member thereof upon his transfer to the Malvern Depot. Reciprocal transfer arrangements shall apply to each transferred Member full credit for all payments already made in all respects as if he had been an original and not a transferred Member, but no transfer shall be accepted or granted except on the Club's Secretary certifying in writing that the transferring Member has discharged his liability to the original Club from which he is transferring.

CONDUCT OF MEMBERS.

54.—Any Member who at any time misconducts himself in the Club Room or in any other part of the Club's Premises shall be dealt with after being heard in his defence, as the Committee may deem fit, and in accordance with Rule 34.

55.—Any Member being in arrears with subscriptions and levies to the extent of 5/- shall be unfinancial, and may not make himself financial without the approval of the General Committee. Even if such approval is given, he shall be excluded from benefit for twelve weeks after he has paid all arrears. A Member who refuses to pay any fine or levy shall be excluded from all rights of membership until he has paid in full. A Member owing for canteen goods and refusing or neglecting to pay for them shall be excluded from all rights of membership until

the expiration of Seven days from his paying his debt, or making a satisfactory arrangement for its payment as approved by the General Committee.

ALTERATION OF RULES.

56.—These Rules may be amended or rescinded and new Rules may be made by a majority of Members present at any General or Special General Meeting. Seven days' written notice of the Amendment or Rescission of Rules or of new Rules desired shall be lodged with the General Secretary as hereinbefore provided. The General Committee shall have power to submit any amendment of Rules or any new Rules or any Proposal to Rescind any Rule to a Special General Meeting called for that purpose, or by Ballot as per Rule 24, and the adoption or otherwise of any such amendment or rescission or of such new Rule shall be determined by a majority of Members present. Notice of proposed alterations shall be placed on the Club's notice-board.

57.—Each Member shall be supplied with a copy of the Rules of the Club. A copy must be placed in the Club's Notice Case, with all alterations for the benefit of General Members, and a True Copy of the Rules shall be produced by the Secretary at every Committee and General Meeting.

58.—The Treasurer shall be paid the salary of £10 per annum, payable in December of each year.

The Secretary shall be paid the salary of £10 per annum, payable in June of each year.

59.—The Reserve Funds shall be invested at the discretion of the Trustees, subject to the approval of the General Committee. Three Trustees shall be elected annually at the January General Meeting, and any vacancy in the number shall be filled as provided by Rule 7.

CONTINUATION OF RULE 50.

On the retirement of a Member from the Board's service at the age of Sixty or over, or at any time through ill-health on the Certificate of the Board's Medical Officer, providing he has been a Member of the Malvern Electric Tramways Club for a period of not less than TEN YEARS, shall be paid such sum as shall be raised by a levy of 2/6 per Member.

Transferred Members to be eligible for retiring Levy must have a continuous membership of not less than TEN YEARS in their Parent Club and the M.E.T.C.

