

CONSTITUTION
of the
Preston Tramway
Workshops
CANTEEN & WELFARE
CLUB.

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PRESTON TRAMWAY WORKSHOPS
CANTEEN AND WELFARE CLUB

PRESIDENT'S FOREWORD

As an introduction to this copy of the Constitution under which the Canteen and Welfare Club has operated since October, 1959, I would like to relate something of its origin and history.

Prior to the opening in 1959, a small cupboard was operated by the Rolling Stock Club, but despite the fact that it had been going for many years it was never developed.

A few interested people got together and persuaded the Board to rule that the Canteen must be run by and for the people in the Workshops area. Some opposition was met but the Board gave permission to form a new Club provided that the Constitution was drawn up within the framework of conditions laid down by it and given it the right of veto.

This was done and agreed to and under it everyone employed by the Board in the area automatically became a member at NO cost to themselves.

Our present Canteen Manager, D. Kerr, who had been connected with the old cupboard, was asked to take over the sales management, with J. Boland as Secretary. These two are still filling the same positions and under their bold but careful management a very substantial undertaking has been established. By consent of the Works Manager and Board, three subsidiary cupboards were set up in different shops to augment the lunch time sales.

The main cupboard proved to be too small to cope with the new lines the Committee wished to introduce, so once again requests were made to the Board for space. We were then established in our present roomy Canteen in the Dining Hall.

May I express the appreciation of all concerned to the Board for its liberal attitude to requests for equipment for our Canteen.

At this stage we were working on 30 days credit and were just paying our way to build up a workable stock and some ready money was needed. A few fellows were approached for small loans. They all had sufficient confidence in the concern to "put in" their tenners and twenties and asked for NO interest. This gave us a terrific lift, enabling bulk buying which meant bigger profits, so on 10th June, 1960, the first payment was made into the Welfare Fund from the Trading Account.

While a balance was being built, the Committee drew up a Welfare Scheme which provided for Sick Pay, help for needy cases and Funeral Expenses. etc. When the Welfare Account reached a safe level (nearly £500) on November, 1960, the scheme was put into operation by the paying to those people whose names appeared on the official sic' list supplied by the Board, the first lot of Sick Benefit.

From the inauguration of the Club in October, 1959 to May, 1964 a grand profit of £7,726 was made, out of which sum £4,310 has been paid to members under the Scheme published in this Booklet. The difference between these two amounts represents the assets at that date in Stock, Money in the Bank and Equipment.

To illustrate the manner in which Club Members have been assisted, the following table has been prepared:

Sick Fund	£2,134	6	4
Injured on Duty	542	0	0
Funeral Fund	445	0	0
Necessitous Cases	377	10	0
Recreational Funds	341	4	9
Club Funds	345	6	10
Miscellaneous	125	0	0
	<hr/>		
	£4,310	7	11

I have not heard or read of any effort in any Workshop or Depot where the co-operation of all concerned has produced such staggering results. It is one that we must all be very proud to be associated with and one that will continue to prosper so long as this wonderful spirit of Public Service by Committeemen and Officers is maintained and the full co-operation in every detail continued by members generally.

As your President since the inception of the Club, may I say a very sincere thank you to the Manager, Secretary and Committeemen for their support in running the show and to members for their attendance at the Sales Counter.

(Signed) G. HAMMOND, President.

Welfare scheme operative at publication.

1. SICK FUND

Where a member is absent for a period of two consecutive weeks or two weeks in any calendar year, payments may be made in accordance with the following scale: — 1 week, nil; 2 and 3 weeks, £2 per week; 4 to 6 weeks, £3 per week; 7 to 10 weeks, £4 per week and £5 per week thereafter.

- (a) Where a member is declared sick by the Board and is paid in accordance with Clause 1, but is later declared to have been I.O.D. while still suffering from the same illness, adjustment shall be made to equalize the payments to those that would have been made under Clause 2.

Provided however that under no circumstances will the member be asked to refund any monies so paid.

2. I.O.D.

Where a member is absent I.O.D. for a period of two consecutive weeks, or two weeks in any calendar year, payment of £1 per week may be made, to commence on the 2nd week of absence.

(For the purpose of Clause 1 and 2 "a week" shall be defined as 40 consecutive working hours absence, and the only evidence of absence shall be the information supplied by Board Officers.)

Any member who has commenced a continuous period of illness, or I.O.D. which extends over the end of one calendar year will receive payment as per above scale but at the conclusion of the original illness or I.O.D. must requalify for benefit.

- (a) Where a member is declared I.O.D. by the

Tramways Board and is paid in accordance with Clause 2, but is later transferred to the Tramways Board sick list while still suffering from the same illness, adjustments shall be made so that he receives the higher rates from the date of transfer to the sick list.

3. FUNERAL FUND

On the death of a member, the sum of £30 shall be paid to the person responsible for the deceased funeral arrangements.

On the death of a member's dependent wife, the member shall be paid the sum of £30.

On the death of a member's dependent child between the age of 24 hours and 16 years, the member shall be paid the sum of £15.

(The provisions of Clause 1, 2, and 3 to be retrospective to 1/1/1963.)

4. NECESSITOUS CASES

Where a member becomes in need of financial assistance through circumstances beyond his control, he may on his own application or on that of a fellow member, be paid a sum not in excess of £20 in any four weeks.

5. CLUB FUNDS

That requests as received during year be dealt with on their merits.

6. HONORARIA

As the Constitution provides for honoraria to be paid if the funds permit, the Annual General Meeting will be required to consider recommendations from the Committee.

For and on behalf of the Committee,

**CONSTITUTION
OF**

**PRESTON TRAMWAY WORKSHOPS
CANTEEN AND WELFARE CLUB**

1. NAME OF CLUB

The Club shall be known as the PRESTON TRAMWAY WORKSHOPS CANTEEN AND WELFARE CLUB.

2. OFFICERS AND COMMITTEE

- (a) The Committee of Management shall consist of the following and shall be elected annually:—

President
2 Vice-Presidents
Secretary
Assistant Secretary
Treasurer
7 Committee men.

The Preston Workshops Manager or his nominee shall be ex-officio member of the Committee of Management and any Sub-Committee that may be elected or appointed.

(b) QUORUM

Eight members of the Committee of Management shall form a Quorum.

(c) ELECTIONS

Shall be by secret ballot and counting shall be by preferential system.

(d) NOMINATIONS

Shall be called by notices on all notice boards six weeks prior to the date set down for the election, and close two weeks later.

Nominations signed by Proposer and Secunder and Nominee shall be in the hands of the Secretary four weeks before the date

set down for the election.

(e) ELIGIBILITY

The Board's Treasurer shall prepare a roll of those eligible to vote, from the Preston Workshops payroll.

Nominations for the Six Offices may be received from any member.

The Committee shall consist of one member from each of the following sections of Preston Workshops:—

1. Official and Clerical
2. Wood Shop
3. Paint and Trimmers Shops
4. Electrical and Sheet Metal Shops
5. Machine Shop
6. Truck Shop
7. Blacksmith Shop and Foundry.

Proposer and Secunder for nominees for these positions shall come from the same section or group and their election shall be by members of the particular section.

- (f)** All Officers and Committee men shall hold office for 12 months and shall be eligible for re-election but the whole or any of the Officers or Committee men may be unseated at a Special Meeting of Members called for that purpose of which due notice has been given.

- (g)** In the event of an Officer of a Committee man being unseated at such meeting, nominations to fill the vacancy or vacancies shall be called for and shall be in the hands of the Secretary not later than 14 days after the day of such Special General Meeting and the election shall take place within a

further 14 days.

- (h) Sub-Committees necessary for the efficient operation of the affairs of the Club shall be elected by and from the Committee of Management.
- (i) Two Returning Officers shall be appointed by the Committee of Management at the time of calling nominations for annual election.

PROVISO

Notwithstanding anything contained in Rule 2(d) nominations for the first election in 1959 shall be called not later than one week after this constitution is approved by the Melbourne and Metropolitan Tramways Board and an election shall be held within two weeks of calling for nominations.

3. OBJECTS AND POWERS

- (a) To operate and maintain canteen and accumulate surplus monies which shall be distributed in the interests of all employees at the Preston Workshops.
- (b) To provide amenities (e.g., funeral fund, assistance for necessitous cases, club funds, etc.) which may be considered necessary or desirable and conducive to the general welfare of the members of this Club at the Preston Workshops.
- (c) To ensure the equitable distribution of assistance to members, no benefits will be paid to any member or club until the balance sheet shows a clear surplus of £200.

In the light of experience in this period the Committee shall discuss and make a

recommendation to a General Meeting, the principles to govern payments of benefits and the date on which these payments may commence.

- (d) To arrange with and/or negotiate with person or persons engaged in any trade or business or profession, and obtain concessions or benefits obtainable for the said club and its members.
- (e) The price of or charge for such goods and/or services to be fixed by the Committee of Management of the said Club and to be subject to variation by the said Committee at any time that such variation may be deemed desirable and/or necessary by the said Committee.

4. REGISTERED OFFICE

The registered office of the aforementioned Preston Tramway Workshops Canteen and Welfare Club shall be at the Preston Tramway Workshops and/or any other place which may be decided upon at a General or Special Meeting of members of the said Club.

5. BOOKS OF ACCOUNT

All books of accounts, securities, documents and papers of the Club other than such as are directed by the Committee of Management to be kept elsewhere shall be kept at the registered office in such a manner and with such provision for their security as the Committee of Management shall from time to time direct.

6. MEMBERSHIP

All members must be employees of the M. & M.T.B. and be continuously engaged at the Board's Preston Workshops. Membership shall

cease immediately on termination of service with the Board and/or transfer to any other of the Board's places of employment.

Provided that, if such transfer is not of a permanent nature the transferred member shall be covered for the first (six) 6 weeks only, from the date of transfer.

If and when a Board employee is transferred to the Board's Preston Workshops in a temporary capacity, he or she shall become entitled to all benefits of the Club at the expiration of (six) 6 weeks from the date of such transfer.

7. FUNDS

- (a) The funds of the Club shall consist of a General Fund which shall consist of all monies from all sources.
- (b) The said funds shall be at the disposal of the duly elected Committee of Management and shall be used exclusively for the purpose set out under the heading "Objects and Powers" in the first part of the Constitution.

8. HONORARIUMS

Should the funds of the Club permit, the members may at the Annual General Meeting grant honorariums to all or any of the office-bearers or to any other members of the Committee as it may deem worthy.

On the proposal of an honorarium to an officer or member of the Committee, the officer or member shall withdraw from the meeting while the honorarium is being discussed.

The motion granting honorariums must be carried by a two-thirds majority of members present at the Meeting, and no such honorarium

shall exceed the sum of £35.0.0.

9. MANAGEMENT

- (a) The Committee of Management shall transact all business and affairs of the Club.
- (b) Except as provided in Rules 8 and 14 questions at any General or Committee Meeting of the Club shall be decided by a majority of votes and the President or the presiding officer shall have a casting vote.
- (c) The General Meeting shall have authority to interpret any part of the Constitution and on an appeal shall determine any matter relating to the Club on which the Constitution is silent and to settle any disputes between members.

In the event of a difference of opinion by any section of members of the Club against any decision or action by the Committee of Management, Special and/or General Meeting of the Club those members shall have the right of appeal to the Board.

- (d) The Committee of Management shall meet as often as the business of the Club shall require or at least once a month.
- (e) Ordinary General Meetings of the Club shall be held previous to the last day of January and the last day of July, each year. The date of such Ordinary General Meetings to be fixed by the Committee of Management. At least seven days notice of such meetings shall be posted on all notice boards and at least ten per cent. of the members shall be in attendance before any business can be transacted.
- (f) The Secretary shall submit a progress

report and balance sheet at every Ordinary General Meeting.

- (g) Special General Meetings may be convened at any time by the Committee of Management upon the requisition of ten per cent. of the members. At least seven days notice of such meeting shall be given and at least twenty per cent. of the members shall be in attendance before the business can be transacted.
 - (h) Any member of the Committee of Management who fails to attend General Committee Meetings for two consecutive Meetings without showing good cause for his absence shall be deemed to have forfeited his position and his seat may be declared vacant by the Committee of Management who shall instruct the Secretary to call nominations to fill the vacancy.
 - (i) The President shall preside at all Meetings, preserve order and see that the Constitution is properly and impartially administered and shall be ex-officio a member of all Sub-Committees.
 - (j) The Vice-President shall assist the President in maintaining order and officiate for him during his absence from any meeting.
10. SECRETARY
- (a) The Secretary shall take charge of all books and documents of the Club and cause correct entries to be made on all matters and things done in the ordinary course of proceedings of the Club and whenever required by the members of the Committee render to them an account of all trans-

actions, matters and things relating to the Club or its affairs over which he may have cognisance.

- (b) He shall hand over all books, vouchers, documents, papers, etc., pertaining to his office to the Committee of Management when so desired by them and at all times such books, vouchers, documents, papers, etc., shall be the property of the Committee of Management.
- (c) The Secretary shall convene all meetings of the Committee of Management required in the ordinary course of business at such time and place as the Committee of Management may determine.
- (d) It shall be the duty of the 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 in that behalf and in the absence of any such resolution it shall be his duty to convene the Ordinary Meeting of the Club at some time during the week or month determined upon for holding the same by or in pursuance of the Constitution and in the event of no direction being given by the Committee of Management as to the convening of a Special General Meeting, upon the signed requisition of not less than ten per cent. of members he shall convene such meeting in accordance with the Constitution.
- (e) The Secretary shall receive and forward to the Treasurer all monies received by, or on

account of, the Club.

All monies collected by the Secretary shall be forwarded to the Treasurer within 48 hours from the receipt thereof, accompanied by a written statement setting out in detail the purposes for which monies were received.

- (f) The Secretary shall render statements signed by himself and the President or Treasurer setting out such details as may be determined from time to time of all sums payable. He shall also advise the Treasurer on a form or forms to be approved by the Committee of Management of all sums payable to the individual members of the Club in accordance with the Rules of any Sick, Accident or Assistance Fund which the Committee of Management may institute. For such payments he shall obtain an acquittance from the payee or some other person authorised to sign on his behalf and the said acquittance shall be witnessed and dated.
- (g) The Secretary shall forward to the Treasurer all vouchers for money paid by the said Secretary, and all accounts which the Committee of Management have passed for payment.
- (h) The Secretary shall submit at every General Committee Meeting progress reports of the Club and at the Ordinary General Meeting in January he shall also submit an Annual Report.
- (i) The Secretary shall perform such other

duties as may be required by the Committee of Management.

11. ASSISTANT SECRETARY

The Assistant Secretary shall attend all Ordinary and Special General Meetings and General Committee Meetings and take minutes thereof which shall be signed by the President or presiding officer. He shall assist the Secretary in the performance of his duties as directed by the Committee of Management.

12. TREASURER

The Treasurer shall receive all monies belonging to the Club and shall issue such receipts that are necessary.

He shall keep or cause to be kept all financial books that may be required to show the true financial position of the Club from time to time. He shall place all Club monies in an approved Bank or Banks or invest them as instructed by the Committee of Management. He shall make all payments for accounts passed by the Committee of Management by cheque which must be signed by any three of the President, Treasurer, Secretary, Vice-President and Canteen Manager.

He shall produce the Bank Pass Book at every regular meeting of the Club and at any Special Meeting of which he shall have received notice from the President or Secretary and when required by the Committee of Management or Auditors he shall produce all books and vouchers relating to the funds.

He shall prepare a monthly statement of receipts and expenditure 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 Auditor, shall be posted in the Club Room at least three days prior to the half-year or annual meeting and presented to the Club by the Secretary and after adoption a copy shall be made available to the Board.

13. **AUDIT**

The accounts shall be audited at least every six months by the Board's Treasurer and Accountant.

14. **GENERAL**

The Constitution may be amended, rescinded or added to by a two-thirds majority of Members present at the General Meeting in January of each year and seven days written notice of the amendment, rescission or addition desired shall be lodged with the Secretary, but at any time the General Committee shall have power to submit any amendment, addition or any proposal to rescind any part of the Constitution to a Special General Meeting called for that purpose, and the adoption or otherwise of such amendment, addition or rescission shall be determined by a two-thirds majority of the members present.

15. The Melbourne and Metropolitan Tramways Board shall have the right of inspection and examination of any portion of its premises occupied by the Club and of the affairs of the Club at any time and shall have the right to intervene in the affairs of the Club in the event of serious mismanagement, neglect or misdeed on the part of the Club, its officers or its members and shall have the power to veto any decision of the Club at any time.

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