



**RULES
OF THE
QUEENSLAND
NURSES' UNION
OF EMPLOYEES**

Approved and registered
on 4 November 2016

RULES OF THE QUEENSLAND NURSES' UNION OF EMPLOYEES

1. Title.....3	31. Council - Meetings.....18
2. Registered Office.....3	32. Council – Special Meetings.....19
3. Definitions.....3	33. Council - Determinations 20
4. Interpretation4	34. Executive 20
5. Objects of the QNU6	35. Executive - Powers21
6. Eligibility for Membership.....7	36. Executive - Meetings.....21
7. Application for Membership 8	37. Control of Committees.....22
8. Assignment9	38. Meeting of Delegates..... 24
9. Membership Fees.....9	39. Standing Committees 24
10. Waiver.....9	40. Standing Committees - Meetings25
11. Levies.....10	41. Minutes25
12. Payment of Fees..... 11	42. President..... 26
13. Receipt for Subscription Fees..... 11	43. Vice-President27
14. Financial Membership..... 11	44. Secretary27
15. Unfinancial Member 11	45. Assistant Secretary..... 28
16. Resignation..... 12	46. Election 28
17. Cessation of Membership 12	47. Qualifications for Office..... 29
18. Recovery of Unpaid Fees..... 12	48. Election Procedures Definitions..... 30
19. Members Register..... 13	49. Manager of Election – Functions and Powers.....31
20. Officers Register 13	50. Closing Day and Time for Nominations31
21. Purging the Register 14	51. Starting and finishing days of ballot.....31
22. Inspecting the Register 14	52. Calling for Nominations.....32
23. Privileges of Membership 14	53. Nomination Procedure.....32
24. Privileges of Inactive Membership 15	54. What happens if a nomination is defective32
25. Privileges of Life Membership 15	55. Election without ballot33
26. Annual Conference 16	56. When a ballot must be held33
27. Annual Conference - Powers 17	57. Roll – Preparation.....33
28. Annual Conference - Meetings 17	58. Roll – Inspection33
29. Council 18	59. When someone can claim a right to vote 34
30. Council - Powers 18	60. Ballot papers..... 34

61. Nominations for Executive or Council.....	34	92. Disputes.....	47
62. Distributing voting material.....	35	93. Members' Grievances	47
63. Manager of the election must keep a ballot box.....	35	94. Misconduct of Members.....	48
64. Duplicate voting material.....	35	95. Appeals from the Determination of the Executive.....	50
65. How long ballot is open.....	36	96. Removal of Officers.....	51
66. How to vote.....	36	97. Loans, Grants and Donations.....	52
67. How many votes may be cast.....	36	98. Indemnity and Insurance	52
68. How Manager of the election must deal with voting material.....	37	99. Inspection of QNU Records	52
69. Scrutineers – Appointment.....	37	100. Administrative Regulations	53
70. Scrutineers' Rights	37	101. Amendment to Rules.....	53
71. Scrutineers – Numbers Attending	37	102. Notice of Meetings	53
72. Initial scrutiny of voting material.....	38	103. Standing Orders	53
73. Counting Votes.....	39	104. Rules of Debate.....	55
74. Scrutineers' Objections.....	39	105. Returning Officer.....	57
75. Direction by Manager of the election to leave count	39	106. Dissolution.....	58
76. How result is determined.....	39	107. Transitional Rule.....	58
77. What happens if votes for 2 or more Candidates are equal	40	Administrative Regulation - Standard Operating Procedures for Local Branches	65
78. Collegiate Elections.....	40	Administrative Regulation – Annual Conference Committee	68
79. Exemption.....	41	Administrative Regulations (arising from Rules Reviews)	
80. Casual Vacancies.....	42	▪ <i>Administrative Regulation – Membership Matters</i>	69
81. Workplace Representatives	42	▪ <i>Administrative Regulation – New Local Branches and Casual Vacancies.....</i>	70
82. Local Branches	43	▪ <i>Administrative Regulation – Procedures for Electing Delegates and Alternate Delegates</i>	73
83. Regions	44	▪ <i>Administrative Regulation – Procedures for Re-admitting Duplicate Members.....</i>	77
84. QNU Fund	45	▪ <i>Administrative Regulation – Financiality Rules for PRD, Direct Debit and Credit Card Scheme Subscription Payments</i>	78
85. Special Fund.....	45	▪ <i>Administrative Regulation – Workplace Representatives.....</i>	79
86. Trusts	45	▪ <i>Administrative Regulation – Notices of Motion – Annual Conference.....</i>	80
87. Financial Year.....	46		
88. Audit	46		
89. Executing Documents.....	46		
90. Seal	47		
91. Copy of Rules	47		

1. Title

- a) The name of the union is the “Queensland Nurses’ Union of Employees”.

2. Registered Office

- a) The principal office of the QNU is 187 Melbourne Street, West End, Brisbane, 4101, or other place as the Council determines.

3. Definitions

In these rules the following words have the meaning assigned:

- a) “Act” means the *Industrial Relations Act 1999* (Qld);
- b) “Alternate Delegate” means an alternate delegate to the Annual Conference elected in accordance with these rules;
- c) “Annual Subscription” means the fee set in accordance with rule 9;
- d) “Assistant Secretary” means the assistant secretary of the QNU;
- e) “Biennial Elections” means the elections required by sub-rules 46(f) to be held each 2 years in accordance with the Election Procedure Rules;
- f) “Collegiate Election” means an election conducted in accordance with Rule 78;
- g) “Council” means the council of the QNU;
- h) “Councillor” means those members of Council other than the President, Vice-President, Secretary and Assistant Secretary;
- i) “Credit Card Scheme” means a scheme where a member provides written authority for the payment of Subscription Fees to the QNU to be deducted, on such regular basis as the QNU determines, from the member’s credit card;
- j) “Delegate” means a delegate to the Annual Conference elected in accordance with these rules;
- k) “Direct Debit Scheme” means a scheme where a member provides written authority for the payment of Subscription Fees to the QNU to be deducted, on such regular basis as the QNU determines, from the member’s bank account or similar debit account;
- l) “Election Procedure Rules” means rules 48 to 78 inclusive;
- m) “Executive” means the executive of the QNU and comprises of the:
 - i) President;
 - ii) Vice-President;
 - iii) Secretary;
 - iv) Assistant Secretary;
 - v) 4 Executive Members;
- n) “Executive Member” means an Executive Officer other than the President, Vice-President, Secretary or Assistant Secretary;
- o) “Executive Officer” means a member of the Executive;
- p) “Federation” means the Australian Nursing Federation, an organisation of employees registered pursuant to the *Fair Work (Registered Organisations) Act 2009* (Cth);
- q) “Financial Statements” means any financial documents that explain the methods and calculations by which the QNU’s accounts are made up and correctly recorded and explain the QNU’s transactions and financial position;

- r) “General Meeting” means a general meeting of the Members of the QNU;
- s) “Health Facility” means any place where the practice of nursing or midwifery occurs;
- t) “Inactive Member” means a member of the QNU who is:
 - i) retired;
 - ii) unemployed; or
 - iii) on a period of extended unpaid leave exceeding 3 months or other period as the Council may, by Administrative Regulation, determine;
- u) “Life Member” means a life member appointed in accordance with sub-rule 25(a);
- v) “Local Branches” means a Local Branch established in accordance with rule 82 and for the purposes of these rules may be referred to, in recognition of the historical position, as branches;
- w) “Member” means a member who is financial in accordance with these rules;
- x) “Members Register” means the register provided by rule 19;
- y) “Nursing or Midwifery Classification” means the classification the Council determines;
- z) “Objects” means the objects provided for in rule 5;
- aa) “officer of the QNU” means a member of the Council within the meaning of sub-rule 29(a);
- ab) “Officers Register” means the register provided by rule 20;
- ac) “Policy” means the policies of the QNU;
- ad) “PRD Scheme” means a scheme where a member provides written authority to their employer for the payment of Subscription Fees to the Union to be deducted, on such regular basis as the QNU determines, from the member’s salary;
- ae) “Principal Office” means the place referred to in rule 2;
- af) “QNU” means the Queensland Nurses’ Union of Employees;
- ag) “QNU Fund” means the fund provided for in rule 84;
- ah) “QNU Publications” means the published communications forwarded to Members, or sections of Members, by means of print and other media;
- ai) “QNU Website” means the website administered by the QNU;
- aj) “Quadrennial Elections” means the elections required by sub-rules 46(a) to be held each 4 years in accordance with the Election Procedure Rules;
- ak) “Region” means the geographical area, or areas, determined by the Council as a region;
- al) “Standing Committee” means a committee appointed by the Council in accordance with rule 39;
- am) “Subscription Fee” means the amount required to be paid by a member to remain financial; and
- an) “Workplace Representatives” means a representative appointed in accordance with rule 81.

4. Interpretation

In these rules unless the context or subject matter otherwise requires:

- a) the singular includes the plural and the plural includes the singular;
- b) a reference to a statute includes any:
 - i) statute amending, consolidating or replacing the statute; and
 - ii) regulation made under the statute as that regulation is in force from time to time;
- c) headings will not be taken into account in interpreting these rules;

- d) a reference to a “rule” is, unless the context clearly indicates otherwise, a reference to a rule of these rules;
- e) a reference to a “sub-rule” means, unless the context clearly indicates otherwise, a sub-rule of the rule in which the reference to the sub-rule is made;
- f) a reference to a “sub-part” means, unless the context clearly indicates otherwise, a sub-part of the part in which the reference to the sub-part is made;
- g) a reference to a “Schedule”, unless the context clearly indicates otherwise, is a reference to a schedule to, and which forms part of, these rules;
- h) a reference to “administrative regulations”, unless the context clearly indicates otherwise, is a reference to administrative regulations which form part of these rules;
- i) a reference to “financial year” is a reference to the period commencing on 1 July and ending on 30 June in the following year;
- j) a reference to a “day” is a reference to the days Monday to Friday;
- k) a reference to a “month” is a reference to a calendar month;
- l) a reference to “business hours” is a reference to the hours of 9.00am to 5.00pm;
- m) a reference to any “attendance at meetings” means any meeting, where the persons in attendance at the meeting consider it appropriate to do so, may be conducted by any means of communication where the members may participate without being in physical attendance, and if the meeting is being conducted in that manner then a reference to any “attendance” by a member at a meeting includes attendance in person or by means of communication where the member may participate without being in physical attendance;
- n) where any period of time, dating from a given day, act or event, is prescribed or allowed for any purpose, the period must, unless the contrary intention appears, be reckoned exclusive of such day or the day of such act or event;
- o) where the last day of any period prescribed or allowed for the doing of anything falls on a day which is a public holiday in the place in which the thing is to be or may be done, the thing may be done on the first day following which is not a public holiday in that place;
- p) a reference to the performance of a duty by any officer or person is inclusive of a reference to the officer or person causing the duty to be discharged and/or inclusive of the duty being discharged by any other person, entitled to hold a delegation in accordance with these rules, and holding the written delegation of the officer or person;
- q) attending in person at a meeting includes attending by phone, videolink or such other means that allows a person to participate in the meeting without being physically present;
- r) a word or expression that is not defined in these rules, but is defined in the Act has, if the context permits, the meaning given by the Act;
- s) persons include a natural person, corporations, trusts, associations, partnerships, government authorities, and other legal entities, and where necessary, includes successors and assigns;
- t) writing includes printing, typing, facsimile and other means of representing or reproducing words, figures, drawings or symbols in a visible and tangible or electronic form, in English;
- u) signature and signing means due execution of a document by a person, corporation or other relevant entity and include signing by an agent or attorney or representative (if a body corporate);
- v) an agreement or document means that agreement or document as amended, novated or supplemented;
- w) sell or sold include transfer, lease, assign, grant options and/or any other form of disposing of or creating an interest in the thing being considered and buy or purchase will be interpreted correspondingly; and
- x) each paragraph or sub-paragraph in a list is to be read independently from the others in the list.

5. Objects of the QNU

- a) The objects of the QNU are to:
 - i) establish standards for nursing and midwifery practice;
 - ii) take action necessary to ensure that nurses and midwives are able to practise effectively;
 - iii) stimulate and promote research designed to widen the knowledge on which the practice of nursing and midwifery is based;
 - iv) promote and protect the interest and values of nurses and midwives and in particular to provide industrial, educational, professional, social, political and democratic leadership for the nursing and midwifery industry and the health sector;
 - v) provide information to nurses and midwives on matters relating to nursing and midwifery;
 - vi) promote the industrial, educational, professional, social, political and democratic advancement of nurses and midwives;
 - vii) obtain and secure for nurses and midwives preference in employment;
 - viii) ensure the education of nurses and midwives is adequate;
 - ix) ensure adequate training is available for nurses and midwives;
 - x) participate with other agencies in promoting measures to meet the health needs of the public;
 - xi) improve the industrial, statutory rights, benefits and conditions of employment of nurses and midwives;
 - xii) represent nurses and midwives in industrial disputes and in relation to industrial matters;
 - xiii) take necessary action to protect and advance the interests of nurses and midwives;
 - xiv) ensure that rates of pay and other provisions of industrial instruments and industrial agreements adequately reflect the training and skills of nurses and midwives and the conditions and circumstances in which nurses and midwives are employed;
 - xv) obtain representation on boards, institutions and organisations to further the interests of nurses and midwives;
 - xvi) represent nurses and midwives before tribunals, courts, boards, committees or other authorities;
 - xvii) provide for membership or affiliation with those organisations having similar objects to the QNU and from which nurses and midwives will benefit;
 - xviii) assist in the formation, establishment and maintenance of groupings of members of the QNU;
 - xix) affiliate, merge, amalgamate, enter into any agreement with or otherwise co-operate with or assist any other union, organisation, association, institution or group;
 - xx) act as agent for and on behalf of nurses and midwives in a manner consistent with these objects and the rules and in the interests of nurses and midwives and to do all things necessary and incidental thereto;
 - xxi) act as agent for and on behalf of nurses and midwives when requested in relation to the negotiation of their terms and conditions of employment;
 - xxii) assist nurses and midwives in the event of unemployment, sickness, injury, mortality, hardship or industrial dispute;
 - xxiii) establish and maintain, or contribute to the establishment and maintenance of, an employment bureau for nurses and midwives;
 - xxiv) promote the policy of equality of status and opportunity for all nurses and midwives;
 - xxv) contribute to any charitable or public benevolent institution where to do so is in the interests of nurses and midwives;

- xxvi) be involved in socially responsible actions as part of the wider community in Australia and overseas;
 - xxvii) adopt, promote and implement family friendly policies for Members, QNU employees and officials;
 - xxviii) establish, as necessary, funds for the payment of entitlements for QNU employees and for full time officers of the QNU;
 - xxix) accept gifts, bequests and donations for any purpose;
 - xxx) establish and maintain publications, journals and other media;
 - xxxi) enter into contracts, agreements and arrangements for the purpose of carrying out the objects;
 - xxxii) hold, purchase, lease, mortgage, sell or otherwise deal in property;
 - xxxiii) make financial provision for the carrying out of the objects;
 - xxxiv)
 - A) establish and administer trust funds; and
 - B) contribute QNU funds, or transfer QNU assets, to trust funds established and administered by the QNU,
 to make financial provision for the carrying out of the objects;
 - xxxv) enter into agreements with the Federation pursuant to Sections 151 and 152 of the Fair Work (Registered Organisations) Act 2009; and
 - xxxvi) do any thing incidental, or conducive, to the carrying out of any of the objects as are necessary, expedient, desirable or advisable.
- b) None of the objects provided for in sub-rule (a) is to be read in such a way as to limit any other object of sub-rule (a).

6. Eligibility for Membership

- a) The Union shall consist of an unlimited number of persons, men and women, who are registered with the Nurses Board of Queensland, or who produce evidence of other registration as registered nurses, or in the case of those not registered in Queensland, who can produce evidence of training to the satisfaction of the Council; student nurses; enrolled nurses; associate members; passive members; life members and honorary members.
- b) For the purpose of interpreting this clause associate members shall be assistants-in-nursing and other nurses whom the Council sees fit to accept as associate members; passive members shall be registered nurses or enrolled nursing aides who are retired and/or are not actively engaged in nursing practice in Queensland; life members, those registered nurses who have been elected to life membership; and honorary members, those persons who have identified themselves with the cause of nursing and whom the Council has elected to membership.
- c) Without limitation to any other part of this eligibility rule the Union will consist of any person employed in any of the following classes of employee in the State of Queensland:
 - i) a nurse; or
 - ii) a midwife,
 and who is a person registered with the Nursing and Midwifery Board of Australia or any successor to the Nursing and Midwifery Board of Australia.
- d) Without limitation to any other part of this eligibility rule the Union will consist of such other persons, whether employees in the industry or not, as have been appointed officers of the Union, and admitted as members thereof.

7. Application for Membership

- a) Applications for membership of the QNU will be:
 - i) in the form determined by the Executive (for this rule the “application form”);
 - ii) accompanied by the material required, if any, by the Executive; and
 - iii) signed by the applicant.
- b) The QNU may publish the application form in the way the Executive considers appropriate.
- c) The QNU may, despite sub-rule (b), publish, and accept, applications for membership by the internet, and in relation to any applications received by the internet the provisions of the *Electronic Transactions (Queensland) Act 2001* (Qld) apply and an applicant for membership will be held to have signed the application form if the requirements of s14 of the *Electronic Transactions (Queensland) Act 2001* (Qld) are met.
- d) The Secretary may, despite sub-rule (a), waive the completion of the application form by an applicant, may accept an application that is in some other form or may accept applications that are made by phone.
- e) No omission, irregularity or want of form will invalidate an application for membership made in accordance with this rule, provided that:
 - i) the applicant intended the document submitted to the QNU to be an application for membership; and
 - ii) the QNU treated the document submitted as an application for membership.
- f) An applicant for membership will, when applying for membership, state the applicant’s Nursing or Midwifery Classification.
- g) An application is accepted and membership commences, subject to sub-rule (h), when the application is received by the Secretary or another person authorised by the Council, whichever is the earlier.
- h) The Secretary may refer an application for membership to the Executive for its determination where the Secretary has concerns in relation to the applicant’s bona fides.
- i) Applications, referred in accordance with sub-rule (h), will be considered by the Executive who will, if satisfied with the bona fides of the applicant, accept the application, admit the applicant to membership of the QNU and that membership will commence, when it otherwise would have commenced in accordance with sub-rule (g), as if the application had not been referred.
- j) The Executive may reject an application if they do not accept the applicant is bona fide, provided that where an application is rejected, any monies paid by the applicant will be reimbursed.
- k) The Secretary will report all applications for membership to the next ordinary meeting of the Council.
- l) Applicants for membership will, subject to these rules, when admitted to membership in accordance with this rule, enjoy all the advantages of membership of the QNU so long as they comply with these rules.
- m) Applicants for membership must be informed in writing of:
 - i) a member’s financial obligations; and
 - ii) how, and when, a member may resign from membership.
- n) This rule does not prevent the application for membership being a joint application with the Federation.
- o) The Council may make an administrative regulation to provide for who is authorised in accordance with sub-rule (g).

8. Assignment

- a) The Secretary will assign a member, on the admission of the member to membership, to a Local Branch if a Local Branch exists in accordance with these rules.
- b) The Executive may request the Council to determine which Local Branch a member, or any group of members, should be assigned to.
- c) The Secretary may request the Executive determine which Local Branch a member, or any group of members, should be assigned to.
- d) Any 2 members of the Council may, in writing, request the Secretary to refer to the Executive or to the Council the determination of which Local Branch a member, or a class of members, should be assigned to.
- e) A Member may request the Executive to reconsider the determination of the Secretary to assign them to a Local Branch, and, if making a request for reconsideration, must advise the Executive of the:
 - i) Local Branch to which they are assigned;
 - ii) Local Branch to which they wish to be assigned; and
 - iii) basis for the request for reconsideration.
- f) Subject to the determination made by the Executive or the Council in accordance with this rule, nothing in this rule prevents the Secretary from changing the assignment of a member from one Local Branch to another where the circumstances of the member, or the Local Branch, alter.
- g) Where no Local Branch exists to which a member can be assigned, the member will instead be assigned to the Region in which they work.

9. Membership Fees

- a) The Council will determine the Annual Subscription to be paid for each 12 months of membership.
- b) The Council may determine that members engaged in a particular Nursing or Midwifery Classification will pay a Subscription Fee, being a proportion of the Annual Subscription for each 12 months of membership.
- c) The Subscription Fee, for each 12 months of membership, for Inactive Members will be the amount the Council determines but must not exceed 30% of the Annual Subscription.
- d)
 - i) For the purposes of this sub-rule, “part-time member” means a member:
 - A) engaged to perform work, within the registered callings of the QNU, where the weekly hours regularly worked do not exceed 24; and
 - B) who provides to the Secretary a declaration setting out the hours worked;
 - ii) The Subscription Fee payable, for each 12 months of membership, by a part-time member will be the amount the Council determines, but must not exceed 75% of the Annual Subscription.
- e) In determining the Annual Subscription, the Council will not increase the Annual Subscription in excess of 25% in a 12 month period for a particular Nursing or Midwifery Classification.
- f) Despite sub-rule (e) a General Meeting may approve an increase in the Annual Subscription in excess of 25% in a 12 month period for a particular Nursing or Midwifery Classification.

10. Waiver

- a) The Council may, on the application of a member or on the recommendation of the Secretary where the Council considers it is appropriate, and for the benefit of the QNU, to do so, determine to waive in whole, or in part, but only for a future period:
 - i) Subscription Fees;
 - ii) levies; or

- iii) fines,
for a member, or group of members.
- b) A determination, made in accordance with sub-rule (a), cannot make a member financial for a period of time prior to the date of the determination.
- c) The Council may make an administrative regulation to provide for:
 - i) the circumstances; and
 - ii) procedures,
for providing a waiver of members fees' in accordance with this rule.

11. Levies

- a) The Council may, in each financial year, determine to levy:
 - i) members;
 - ii) members in a particular Nursing or Midwifery Classification;
 - iii) members of a Local Branch; or
 - iv) members employed in a Health Facility,
an amount not exceeding, in aggregate, 5% of the Annual Subscription.
- b) Where the Council levies members in accordance with sub-part (a)(ii)-(iv), the levy when paid may only be applied to the benefit of the members in the Nursing or Midwifery Classification, Local Branch or Health Facility as the case may be.
- c) A levy determined to be raised in accordance with sub-rule (a) may, subject to this rule, be applied for the purpose that the Council determines.

12. Payment of Fees

- a) An applicant for membership accepted into membership is liable to pay a Subscription Fee in accordance with these rules.
- b) A member will pay their Subscription Fee by:
 - i) cash, cheque or electronic transfer; or
 - ii) payment of the subscription fee in instalments by:
 - A) PRD Scheme;
 - B) Direct Debit Scheme; or
 - C) Credit Card Scheme.
- c) The Executive will determine the terms on which a member pays their Subscription Fee by:
 - i) PRD Scheme;
 - ii) Direct Debit Scheme; or
 - iii) Credit Card Scheme,
with which terms a member, to remain financial, in accordance with these rules must comply.
- d) The Council may make an administrative regulation to provide for:
 - i) the financial institutions in relation to which a scheme referred to in sub-rule (c) will exist; and
 - ii) how the terms of a scheme referred to in sub-rule (c) will be altered.

13. Receipt for Subscription Fees

- a) The QNU will provide a written receipt to a Member within 20 days of the Member paying a Subscription Fee, where the payment is made in accordance with sub-part 12(b)(i).
- b) The QNU will provide, annually, a receipt to a member paying a Subscription Fee where the payment is made in accordance with sub-part 12(b)(ii).
- c) Receipts provided in accordance with this rule may be provided electronically.

14. Financial Membership

- a)
 - i) A member making payment of the member's subscription fees in accordance with sub-part 12(b)(i) will, subject to these rules, be financial from the date the payment is received, and will remain financial for the financiality period calculated in accordance with the following formula:
$$\frac{\text{member's payment}}{1/52 \text{ of member's subscription fee}} \times 1 = \text{financiality period (expressed in weeks)}$$
 - ii) If a member making a payment pursuant to sub-part (i) was financial when making the further payment, then the financiality period will commence from the end of the period that the member was financial.
- b) A member who is paying a Subscription Fee, other than in accordance with sub-part 12(b)(ii), will be financial only for the period for which they have paid a Subscription Fee.
- c) If a member is, in accordance with the terms determined by the Executive in accordance with sub-rule 12(c), paying Subscription Fees by means of a:
 - i) PRD Scheme;
 - ii) Direct Debit Scheme; or
 - iii) Credit Card Scheme,then, subject to these rules, the member will be financial on, and from, the date the first payment is received or the date the agreement is entered into whichever is the later, and will remain a Member for so long as they comply with the terms of the PRD Scheme, Direct Debit Scheme or Credit Card Scheme, as the case may be.
- d) Despite sub-rules (a), (b) and (c), to be financial a member must pay the Subscription Fee that relates:
 - i) to the member's particular Nursing or Midwifery Classification;
 - ii) the member's hours of employment.

15. Unfinancial Member

- a) A member owing any monies to the QNU for a period of 60 days after those monies become due is unfinancial and is not entitled to exercise any of the privileges of membership.
- b) Despite sub-rule (a), a member who has had the payment of Subscription Fees waived, in accordance with these rules, will be deemed to be financial for the period that the Subscription Fees are waived and will for that period be entitled to exercise the privileges of membership.

16. Resignation

- a) A member may terminate the member's membership of the QNU by written notice.
- b) Notification of resignation pursuant to sub-rule (a) is given if:
 - i) it is left at the registered office of the QNU;
 - ii) it is addressed to the QNU, or any officer of the QNU, and sent by post to the registered office of the QNU; or
 - iii) it is communicated electronically to the QNU.
- c) If a member specifies in their notification of resignation a day or time at which the resignation is to be effective, being a day or time subsequent to the time when notification is given, the membership of the member will be deemed to have terminated on the day, or at the time, specified and not before, unless membership is sooner terminated by the QNU in accordance with these rules.
- d) If the member does not specify in a notification of resignation a day or time at which the resignation is to be effective, then the notice of resignation takes effect on the day on which the notice is received.
- e) Termination of membership by resignation does not affect the liability of the member, or former member, to pay the fees or levies, if any, owing at the date of resignation, and those monies may be sued for and recovered in the name of the QNU.
- f) Any subscription paid by a member in respect of a period beyond when the member's notice of resignation takes effect will be remitted to the member, if requested by the member.
- g) A member resigning from the QNU who has complied with this rule and who is not liable to pay the QNU for any monies as at the day of resignation will, on the member's written application, be issued with a clearance certificate by the Secretary.
- h) A notice delivered to the Secretary is taken to have been received by the QNU when it was delivered.
- i) A resignation from membership of the QNU is effective, even if it is not effected in accordance with this rule, if the member is informed in writing by the Secretary that the resignation has been effected.

17. Cessation of Membership

- a) A member ceases to be a member if the member:
 - i) resigns;
 - ii) is unfinancial for a period of more than 12 months;
 - iii) dies; or
 - iv) has their membership terminated in accordance with these rules.

18. Recovery of Unpaid Fees

- a) Subject to the Act, if a member who resigns, or has the member's membership terminated in accordance with these rules, owes any amount to the QNU, at the time of resignation or termination, for:
 - i) Subscription Fees;
 - ii) levies; or
 - iii) fines, (for the purposes of this sub-rule together the "debt")then the Secretary may seek to recover any part of the debt that had become payable to the QNU in the period of 1 year immediately prior to the resignation or termination, as the case may be.
- b) A person who resigns from the QNU or has their membership terminated, and who at the time of resignation or termination, as the case may be, owes monies to the QNU in accordance with these rules, will not, subject to the provisions of the Act, be readmitted to membership of the QNU unless:
 - i) the person pays to the QNU the monies owing; or
 - ii) the Council determines otherwise.

19. Members Register

- a) The Secretary will keep a Members Register containing, as far as the Secretary is able to determine, the following information in relation to each member, the member's:
 - i) name;
 - ii) residential address;
 - iii) postal address;
 - iv) phone numbers;
 - v) email address;
 - vi) place of employment;
 - vii) Nursing or Midwifery Classification;
 - viii) date of admission as a member;
 - ix) financial status;
 - x) date membership ends;
 - xi) Local Branch, if any, to which they are assigned;
 - xii) the Region, if any, to which they are assigned;
 - xiii) any other information required by the Council; and
 - xiv) and any other information required by the Act.
- b) A member changing the information required for the Members Register must either:
 - i) notify the Secretary who will promptly amend the Members Register; or
 - ii) advise the Secretary, by using the password protected members only site, of the changed information.
- c) A member, being aware of the death of any other member, will promptly notify the Secretary.
- d) The Members Register is conclusive proof for the purposes of these rules of the matters set out in the Members Register.

20. Officers Register

- a) The Secretary will keep a register of officers of the QNU containing, in relation to each officer, the following information:
 - i) the officer's name;
 - ii) the officer's residential address;
 - iii) office held;
 - iv) the date on which the officer was elected or appointed to the office; and
 - v) the date on which the officer ceased to hold the office.
- b) The officers of the QNU must promptly advise the Secretary if there is any alteration to the information in relation to the officer on the Officers Register.
- c) The Secretary will promptly amend the Officers Register if any of the information required to be kept alters.

21. Purging the Register

- a) The Secretary will remove from the Members Register, members who have:
 - i) resigned their membership;
 - ii) been unfinancial, in accordance with these rules, for a period of 12 months;
 - iii) had their membership terminated in accordance with these rules; or
 - iv) died.
- b) The Secretary will, when directed by the Executive, promptly remove from the Members Register members that the Executive considers are no longer eligible for membership, and whose membership is to be terminated for that reason.
- c) The Secretary will:
 - i) give notice to a member removed from the Members Register of the member's removal; and
 - ii) ensure that the notice provided in accordance with sub-part (i) sets out the reason for the removal of the member from the Members Register.
- d) The removal of a person from the Members Register in accordance with sub-rule (b) must be reported to the meeting of the Council next following the removal.

22. Inspecting the Register

- a) The Members Register and the Officers Register will, during business hours, be open for inspection by:
 - i) a Member; or
 - ii) a person with a Member's written authority,at the Principal Office.

23. Privileges of Membership

- a) Subject to this rule, Members, other than Inactive or Life Members, are entitled, in accordance with these rules, to the following privileges:
 - i) attend General Meetings;
 - ii) propose or second motions at General Meetings;
 - iii) speak to motions before General Meetings;
 - iv) vote on any motions at General Meetings;
 - v) vote on the election of a member to life membership;
 - vi) nominate candidates for office in the QNU;
 - vii) if assigned to a Local Branch, nominate candidates from the Local Branch as Delegates and Alternate Delegates;
 - viii) if assigned to a Region, nominate candidates from the Region as Delegates;
 - ix) nominate for an office;
 - x) if assigned to a Local Branch nominate as a Delegate or Alternate Delegate for that Local Branch;
 - xi) if assigned to a Region, nominate as a Delegate from that Region;
 - xii) if a candidate in an election, appoint a scrutineer;
 - xiii) vote in ballots for elections for office;
 - xiv) if assigned to a Local Branch, vote in any ballot for election of Delegates or Alternate Delegates from that Local Branch;

- xv) if assigned to a Region, vote in any ballot for election of Delegates from the Member's Region;
 - xvi) inspect the Members Register;
 - xvii) inspect the Officers Register;
 - xviii) in relation to a Local Branch to which a member is assigned, attend meetings of the Local Branch;
 - xix) requisition, with other Members, a General Meeting;
 - xx) receive the QNU's publications free of charge;
 - xxi) access the QNU's services;
 - xxii) be insured for professional indemnity on the terms that the Council determines;
 - xxiii) any other privileges provided by the Council; and
 - xxiv) any other privileges provided by these rules.
- b) The privileges of membership of the QNU will cease immediately upon a person ceasing to be a Member.

24. Privileges of Inactive Membership

- a) Inactive Members are only entitled, subject to these rules, to the following privileges:
- i) attend General Meetings;
 - ii) receive the QNU's publications free of charge;
 - iii) access the QNU's services;
 - iv) be insured for professional indemnity on the terms that the Council determines;
 - v) any other privileges provided by the Council; and
 - vi) any other privileges provided by these rules.
- b) The privileges of membership of the QNU will cease immediately upon a person ceasing to be an Inactive Member.

25. Privileges of Life Membership

- a) A Member, who has provided significant and exemplary service to the QNU, may be appointed as a Life Member, and as a Life Member will remain a member of the QNU following retirement from employment in the registered callings of the QNU.
- b) Life Members will be appointed by a General Meeting on the recommendation of the Council.
- c) Life Members are only entitled, subject to these rules, to the following privileges:
- i) attend meetings of the QNU;
 - ii) speak at any meeting of the QNU;
 - iii) receive the QNU's publications free of charge;
 - iv) access the QNU's services;
 - v) any other privileges provided by the Council; and
 - vi) any other privileges provided by these rules.
- d) A life member is exempt from the payment of:
- i) Subscription Fees; and
 - ii) levies.

26. Annual Conference

- a) The Annual Conference is a forum at which Delegates may consult with the members of Executive and the Council on:
- i) the activities of the QNU; and
 - ii) the development of policy priorities of the QNU for the period to the next Annual Conference.
- b) The QNU's Annual Conference will comprise:
- i) the Executive Officers;
 - ii) the members of the Council;
 - iii) Delegates elected in accordance with these rules by, and from, members assigned to a Local Branch, on the formula set out in sub-rule (c); and
 - iv) Delegates elected in accordance with these rules by, and from, members assigned to a Region on the formula set out in sub-rule (d).
- c) Where the number of members assigned to a Local Branch is the number appearing in column A then the number of Delegates and Alternate Delegates to which that Local Branch is entitled is set out in column B

A members assigned to Local Branch	B Number of Delegates and Alternate Delegates
10-130 financial members	2 Delegates + 2 Alternate Delegates
131-300 financial members	3 Delegates + 2 Alternate Delegates
301-500 financial members	4 Delegates + 4 Alternate Delegates
501-750 financial members	5 Delegates + 4 Alternate Delegates
751-1000 financial members	6 Delegates + 4 Alternate Delegates
1001-1250 financial members	7 Delegates + 4 Alternate Delegates
1251-1500 financial members	8 Delegates + 4 Alternate Delegates
1501 or more financial members	9 Delegates + 4 Alternate Delegates

- d) Where the number of members assigned to a Region is the number appearing in column A then the number of Delegates to which the Region is entitled is set out in column B:

A members assigned to Region	B Number of Delegates
10-130 financial members	2 Delegates
131-300 financial members	3 Delegates
301-500 financial members	4 Delegates
501-750 financial members	5 Delegates
751-1000 financial members	6 Delegates
1001-1250 financial members	7 Delegates
1251-1500 financial members	8 Delegates
1501 or more financial members	9 Delegates

- e) An Alternate Delegate to the Annual Conference will only attend the Annual Conference in the event that a Delegate elected by, and from, the members assigned to a Local Branch is unable to attend and for the purposes of these rules is a Delegate.
- f) In the event that only 1 of the Alternate Delegates is required to attend the Annual Conference in accordance with sub-rule (e), the Alternate Delegates will determine from amongst themselves which Alternate Delegate will attend, and if the Alternate Delegates are unable to determine then the Secretary will determine.

27. Annual Conference - Powers

- a) The Annual Conference will formulate policy for recommendation to the Council.
- b) Policy formulated by the Annual Conference will be referred to the Council for:
 - i) consideration;
 - ii) determination to ratify or not; and
 - iii) if ratified, implementation.

28. Annual Conference - Meetings

- a) The Annual Conference will be held in Brisbane between the months of June and August at the time the Council determines.
- b) The duration of the Annual Conference will be two days, or a longer period if determined by the Council.
- c) Subject to sub-rule (a) a meeting of the Annual Conference will be held at the place the Executive determines.
- d) The Secretary will give notice, at least 80 days prior to the Annual Conference commencing, of the:
 - i) time; and
 - ii) place;for a meeting of the Annual Conference to:
 - iii) all members of the Annual Conference, by notice as provided by these rules; and
 - iv) all:
 - A) Members; and
 - B) Local Branches,in a QNU Publication or on the QNU website.
- e) A Local Branch may submit a policy proposal for consideration by the Annual Conference.
- f) A policy provided for consideration by the Annual Conference will be provided in writing to the Secretary at least 60 days prior to the Annual Conference commencing.
- g) The Secretary will place the policy proposals for consideration by the Annual Conference on the QNU Website at least 30 days prior to the Annual Conference commencing.
- h) The agenda for the Annual Conference will be determined by the Secretary and the Secretary will as far as is practicable ensure that there is a balance of current industrial, organisational and professional matters and issues on the agenda.
- i) The Secretary will give, as provided by these rules, notice to all members of the Annual Conference of the agenda for the Annual Conference at least 20 days prior to the Annual Conference commencing.
- j) The quorum for meetings of the Annual Conference is half plus 1 of the members of the Annual Conference entitled to attend and vote.
- k) If a quorum is not present at the Annual Conference within one hour of the time appointed for its commencement, the Annual Conference will stand adjourned for 20 days to the same time and place.
- l) The President will chair meetings of the Annual Conference, however if the President is not present within 30 minutes of the commencement of the Annual Conference, or if present is unwilling to act, then the Vice-President will act as the chair of the Annual Conference with all the powers of the President and if the Vice-President is not present within 30 minutes of the commencement of the Annual Conference, or if present is unwilling to act, then the Annual Conference will nominate one of its members to act as chair of the Annual Conference and the member appointed will chair the Annual Conference with all the powers of the President.

- m) A question arising at the Annual Conference will, wherever possible, be determined by consensus, provided that questions which cannot be determined by consensus, will be determined in accordance with this rule.
- n) Each member of the Annual Conference is entitled to exercise, in relation to a ballot of the Annual Conference, a single deliberative vote.
- o) Despite sub-rule (n) the President is entitled to exercise both a deliberative and a casting vote.
- p) Voting will be by show of hands, provided that the chair of the Annual Conference may direct a division of the Annual Conference to occur.
- q) A resolution considered by the Annual Conference will be determined by a majority vote of the members of the Annual Conference entitled to vote and who are in attendance.
- r) In relation to any matter appearing on the agenda for consideration by the Annual Conference, the members assigned to a Local Branch may direct Delegates elected by, and from, the members assigned to the Local Branch how to vote and a direction, pursuant to this sub-rule, may be specific or general and the Delegate must vote in accordance with the direction.
- s) The Annual Conference will, in accordance with these rules, be convened until:
 - i) the business on the agenda is dealt with; or
 - ii) it is adjourned by the President.
- t) Travel and accommodation costs of attending the Annual Conference by Delegates will be met by the QNU subject to any determination of the Council.
- u) Members who are not members of the Annual Conference are, at the Member's own expense inclusive of any attendance costs determined by the Council, entitled with the consent of the Council to attend meetings of the Annual Conference, but are not entitled to:
 - i) address the Annual Conference;
 - ii) participate in any debate of the Annual Conference; or
 - iii) vote in any ballot.
- v) The Secretary will arrange for the Annual Conference to be conducted.

29. Council

- a) The Council consists of:
 - i) members of the Executive; and
 - ii) Councillors.

30. Council - Powers

- a) The Council is, subject to control by the Members in accordance with these rules, responsible for managing the affairs of the QNU, and may exercise all the powers of the QNU in attaining the objects.

31. Council - Meetings

- a) The Council will meet at least 6 times a year, on such date as the Council determines at the first meeting of the Council held in each year provided that the Council may meet at other times as the Council, or the Executive, considers necessary.
- b) The Secretary will, in consultation with the members of the Executive, formulate an agenda setting out the business to be dealt with at a meeting of the Council.
- c) The Secretary will give members of the Council at least 10 days' notice of meetings of the Council and will provide to the members of the Council:

- i) notice of the meeting;
 - ii) an agenda for the meeting; and
 - iii) associated papers.
- d) Meetings of the Council will be held at the Principal Office unless the Council, or the Executive, determines otherwise.
 - e) Notice of the meeting required to be given in accordance with sub-rule (c) may be given in accordance with these rules.
 - f) The President will chair meetings of the Council, however if the President is not present within 30 minutes of the commencement of the meeting, or if present is unwilling to act, then the Vice-President will act as the chair of the meeting with all the powers of the President and if the Vice-President is not present within 30 minutes of the commencement of the meeting, or if present is unwilling to act, then the meeting will nominate 1 of its members to act as chair of the meeting and the member appointed will chair the meeting with all the powers of the President.
 - g) The quorum for a meeting of the Council is, subject to sub-rule (j), a simple majority of the members of the Council plus 1 entitled to attend the meeting and to vote.
 - h) A member of the Council not able to attend a meeting of the Council, of which notice has been given in accordance with these rules, must make a request for leave of absence to the Council.
 - i) Any member of the Council absent from 3 consecutive Council meetings without seeking leave of absence or without tendering an explanation satisfactory to the Council will be deemed to have vacated the member's position and the Council may fill the casual vacancy occurring.
 - j) Despite sub-rule (g) if a member of the Council has applied for, and been granted, a leave of absence by the Council then the number of members of the Council entitled to attend the meeting will be reduced by the persons who have been granted a leave of absence, provided that the quorum cannot be less than twelve members holding office on the Council.
 - k) If at a meeting of the Council no quorum is present 30 minutes following the time fixed for the commencement of the meeting, the meeting is adjourned for 5 days.
 - l) Meetings of the Council may be held at 2 or more venues using any technology that gives the members of the Council as a whole a reasonable opportunity to participate.
 - m) Questions arising at meetings of the Council will, wherever possible, be determined by consensus, provided that questions arising at any meeting of the Council, which cannot be determined by consensus, will be determined by a majority of votes.
 - n) The members of the Council have a deliberative vote at meetings of the Council.
 - o) Executive Members are only entitled to exercise a single deliberative vote.
 - p) The President has both a deliberative and a casting vote.

32. Council - Special Meetings

- a) The Secretary will on the request:
 - i) of the President; or
 - ii) of 5 members of the Council,
 promptly convene a special meeting of the Council.
- b) The business to be dealt with at a special Council meeting is the business notified by the President or the 5 members of the Council requesting the meeting, as the case may be, and no other business may be dealt with.
- c) The Secretary will give members of the Council notice of the special meeting as is practicable, but at least 24 hours' notice must be given by any means available.

- d) Special meetings of the Council will be held at the Principal Office unless the Secretary determines otherwise.
- e) The quorum for a special meeting of the Council is a simple majority of the members of the Council plus 1 entitled to attend the special meeting.
- f) Despite sub-rule (e) if a member of the Council has previously applied for, and been granted, a leave of absence by the Council then the number of members of the Council entitled to attend the special meeting will be reduced by the persons who have been granted a leave of absence.
- g) If at a special meeting of the Council no quorum is present 30 minutes following the time fixed for the commencement of the special meeting, the meeting lapses.
- h) Special meetings of the Council may be held at 2 or more venues using any technology that gives the members of the Council as a whole a reasonable opportunity to participate.
- i) The President will chair special meetings of the Council, however if the President is not present within 30 minutes of the commencement of the special meeting, or if present is unwilling to act, then the Vice-President will act as the chair of the special meeting with all the powers of the President and if the Vice-President is not present within 30 minutes of the commencement of the special meeting, or if present is unwilling to act, then the special meeting will nominate 1 of its members to act as chair of the special meeting and the member appointed will chair the special meeting with all the powers of the President.
- j) Questions arising at special meetings of the Council will, wherever possible, be determined by consensus, provided that questions arising at any meeting of the Council, which cannot be determined by consensus, will be determined by a majority of votes.
- k) The members of the Council have a deliberative vote at a special meeting of the Council.
- l) The President has both a deliberative and a casting vote at a special meeting of the Council.
- m) Despite sub-rule (a) where the President and Secretary consider that a matter requires urgent attention a ballot of the members of the Council may be conducted on the matter by means of courier, post, facsimile transfer, E-mail or by other means of print communication, provided that:
 - i) in the ballot $\frac{1}{2}$ the members of the Council plus 1, exercising a majority of the votes entitled to be cast and voting, constitutes a quorum;
 - ii) the Secretary will determine a time limit in which the ballots must be received; and
 - iii) determination of the ballot will be by simple majority of the votes cast.

33. Council - Determinations

- a) The determination of the Council may only be amended at a subsequent meeting of the Council.

34. Executive

- a) The Executive consists of the:
 - i) President;
 - ii) Vice-President;
 - iii) Secretary;
 - iv) Assistant Secretary; and
 - v) 4 Executive Members.

35. Executive - Powers

- a) Between the meetings of the Council, the Executive must implement the determinations of the Council, and will be responsible for managing the affairs of the QNU and in doing so has all the powers of the Council except the power to:
 - i) set the Annual Subscription;
 - ii) determine Policy;
 - iii) discipline members; and
 - iv) any other power expressly reserved by these rules to the Council or any officer of the QNU.

36. Executive - Meetings

- a) The Executive will meet at least 6 times per year as determined by the Secretary, and at such times as its members may determine.
- b) The Executive will meet at the Principal Office or at another place that the Executive may determine.
- c) The Secretary will, upon the request of the President, summon a meeting of the Executive.
- d) The Secretary will give the notice that can practically be given, but at least 24 hours' notice when summoning members of Executive to meetings of the Executive.
- e) Despite sub-rule (d) where the President and Secretary consider that a matter requires urgent attention:
 - i) a meeting of the Executive may be called by the Secretary and the Secretary will give notice of the meeting as is practicable by any means of communication that is available; and
 - ii) the meeting may be held at 2 or more venues using any technology that gives the members of the Executive as a whole a reasonable opportunity to participate; or
 - iii) a ballot of the members of the Executive may be conducted on the matter by means of courier, post, facsimile transfer, E-mail or by other means of print communication, provided that:
 - A) in the ballot a majority of the members of the Executive, exercising a majority of the votes entitled to be cast and voting, constitutes a quorum;
 - B) the Secretary will determine a time limit in which the ballots must be received; and
 - C) the ballot of determinations will be by simple majority of the votes cast.
- f) The President will chair meetings of the Executive, however if the President is not present within 30 minutes of the commencement of the meeting, or if present is unwilling to act, then the Vice-President will act as the chair of the meeting with all the powers of the President and if the Vice-President is not present within 30 minutes of the commencement of the meeting, or if present are unwilling to act, then the meeting will nominate 1 of its members to act as chair of the meeting with all the powers of the President.
- g) Subject to this rule, at any meeting of the Executive a majority of the members of the Executive, being $\frac{1}{2}$ the number of persons plus 1, constitutes a quorum.
- h) If at any meeting of the Executive no quorum is present at the expiry of 30 minutes after the time fixed for the commencement of the meeting then:
 - i) the meeting will be adjourned for not less than 1 day nor more than 5 days;
 - ii) members of the Executive will be given notice, in accordance with sub-rule (d), of the date, time and place to which the meeting has been adjourned; and
 - iii) if at the adjourned meeting no quorum is present, those present will be deemed to be quorum for the purpose of the business to be determined.
- i) Questions arising at meetings of Executive will, wherever possible, be determined by consensus, provided that questions arising at any meeting of Executive, which cannot be determined by consensus, will be determined in accordance with sub-rule (j).

- j) Determinations will be by simple majority of the votes entitled to be cast by those present.
- k) The President has both a deliberative and a casting vote.
- l) Voting will be by show of hands except if the meeting determines otherwise.
- m) The minutes of each Executive meeting will be promptly prepared by the Secretary and forwarded to each member of the Executive and upon confirmation, in accordance with these rules, the minutes will be signed by the President.
- n) The minutes of the Executive, once confirmed, will be provided to the members of the Council.

37. Control of Committees

- a)
 - i) The Council may direct the Secretary to hold a General Meeting and may specify:
 - A) when; and
 - B) where,
 the meeting is to be held.
 - ii) 5% of Members may in writing requisition the Secretary to hold a General Meeting.
 - iii) Where a General Meeting is to be held on the requisition of Members in accordance with part (ii), the General Meeting must be held within 60 days of the Secretary receiving the requisition.
 - iv) Unless at least 100 of those Members who make written requisition for a General Meeting, attend the General Meeting to be held in accordance with part (ii), the meeting lapses.
 - v) Subject to part (iv), the quorum for a General Meeting is 125 members.
 - vi) A request by the Council made to the Secretary in accordance with part (i) or a requisition provided to the Secretary in accordance with part (ii) must set out the business it is proposed be conducted at the General Meeting.
 - vii) Only the business referred to in part (vi) may be dealt with at the meeting, provided that nothing prevents the Council from directing the Secretary to add further items of business to any General Meeting to be held in accordance with part (ii).
 - viii) The notice convening a General Meeting must state the business of the meeting.
 - ix) The Secretary will give 10 days' notice of all General Meetings to all Members privileged to attend a General Meeting in accordance with these rules.
 - x) Only the business stated in the requisition may be considered at the General Meeting.
 - xi) With the consent of any meeting the chair of the meeting may adjourn the meeting to another time and place but no business may be transacted at any adjourned meeting other than the business left unfinished at the meeting that was adjourned.
 - xii) An adjournment of a General Meeting must be for no less than 1 month and no more than 3 months and notice of the adjourned meeting must be given to the Members in accordance with these rules.
 - xiii) The determination of a General Meeting binds the QNU.
 - xiv) Where the Council determines to adopt the matters provided for in the requisition for a General Meeting, there is no requirement for a General Meeting to be held.
 - xv) Where a determination is made in accordance with part (xiv) the Secretary will ensure that the determination is promptly published on the QNU Website.

b)

- i) The Secretary will, on receipt of a request in writing signed by 10 per cent of Members on a matter concerning the QNU, cause a plebiscite to be conducted.
- ii) The Council may, on a matter concerning the QNU, direct the Secretary to cause a plebiscite to be conducted.
- iii) A plebiscite will be:
 - A) conducted in accordance with this rule;
 - B) a ballot of all the Members privileged in accordance with these rules;
 - C) conducted by the Returning Officer as a secret ballot; and
 - D) completed within 40 days of the receipt by the Secretary of the request or the direction, as the case may be.
- iv) Where a request or a direction has been given under parts (i) or (ii), as the case may be, the Council will not, so far as is practicable until the completion of the plebiscite, act in relation to the matter the subject of the plebiscite.
- v) The Returning Officer will determine the opening, and closing, dates of the plebiscite.
- vi) The Returning Officer will on the opening date of the plebiscite forward by prepaid post to each Member, a ballot paper initialled by the Returning Officer together with a reply paid return envelope addressed to the Returning Officer, at the Returning Officers address, for the purpose of the conduct of the plebiscite.
- vii) The ballot paper will:
 - A) be accompanied by the directions to voters that the Returning Officer considers necessary; and
 - B) contain directions to ensure that the plebiscite is conducted as a secret ballot.
- viii) A voter will:
 - A) vote in accordance with the directions given by the Returning Officer; and
 - B) forward the ballot paper to the Returning Officer so as to reach the Returning Officer no later than the closing date of the plebiscite.
- ix) A vote cast in the ballot will be informal if the:
 - A) intention of the Member is not clear; or
 - B) ballot paper is marked in anyway that indicates the identity of the Member voting.
- x) The Council will, prior to the opening of the plebiscite, advise the Returning Officer of the name of 2 scrutineers appointed to observe the conduct of the plebiscite.
- xi) A scrutineer appointed under part (x) may be present during the count of the plebiscite and may object to a ballot paper being counted on the ground that it is informal.
- xii) A scrutineer must observe a direction given by the Returning Officer during the conduct of the plebiscite.
- xiii) On completion of the counting of ballot papers returned in a plebiscite the Returning Officer will declare the result of the plebiscite by advising the Secretary, in writing, of the number:
 - A) of ballot papers forwarded to voters;
 - B) approving the matter the subject of the plebiscite;
 - C) not approving; and
 - D) of informal votes.

- xiv) Where a majority of Members voting in a plebiscite approve the matter the subject of the plebiscite the Council will, so far as is practicable, implement the determination.
- xv) Despite part (vi) the Council may determine to direct the Returning Officer to conduct the ballot by electronic means, where it is practicable to do so and the Returning Officer will, in conducting the ballot, ensure that the:
 - A) ballot is conducted as a secret ballot; and
 - B) provisions of this rule are, to the extent they are able to be complied with, complied with.
- xvi) The Council may make an administrative regulation to provide for an electronic ballot to be conducted in accordance with this rule.

38. Meeting of Delegates

- a) The QNU will convene a meeting of Delegates (for the purposes of this rule a “Delegates Meeting”) for:
 - i) North Queensland;
 - ii) Central Queensland; and
 - iii) South East Queensland.
- b) Delegates may attend the Delegates Meeting at the geographical location closest to them.
- c) The Secretary will convene the Delegates Meetings 2 times in a financial year and at other times as the Secretary considers appropriate or the Council directs.
- d) The Secretary will give 20 days notice of the relevant meeting times and places to all Local Branches and all Delegates by publishing the notice on the QNU Website.
- e) At a Delegates Meeting, the Secretary will:
 - i) report on the QNU’s activities;
 - ii) consult with the Members in attendance;
 - iii) advise on the policy outcomes of the Annual Conference;
 - iv) provide information relating to regional issues;
 - v) accept matters of business for referral to the Annual Conference; and
 - vi) report on any other matters the Secretary considers to be of importance to members.
- f) Any Workplace Representative or Member may attend a Delegates Meetings as an observer.
- g) The cost of travel and accommodation for Delegates to attend a Delegates Meeting, will be met by the QNU, subject to any determination by the Council.
- h) Delegates Meetings are to be of no more than 3 hours’ duration.
- i) The Council may make an administrative regulation to provide for:
 - i) how Delegates Meetings are to be conducted; and
 - ii) what expenses are to be reimbursed in accordance with this rule.

39. Standing Committees

- a) The Council may appoint Standing Committees as required.
- b) The Standing Committees will have the functions that the Council determines by way of administrative regulation.
- c) The Council has power to veto determinations of a Standing Committee.
- d) The determinations of a Standing Committee are advisory and cannot be actioned unless endorsed by the Council.

- e) The chair of a Standing Committee will be appointed by the Council.
- f) The Council will appoint not less than 5 and not more than 25 Members to a Standing Committee.
- g) The chair of a Standing Committee will ensure that a person is appointed to act as a minute secretary of each Standing Committee meeting.
- h) A Standing Committee is responsible to, and under the control of, the Council.
- i) Any Standing Committee formed pursuant to sub-rule (a) must meet regularly, or as otherwise required by the Council, and report to the Council on its deliberations.
- j) The Secretary will call meetings when requested to do so by the Council or by the chair of a Standing Committee.
- k) The President and the Secretary, or their delegates, are ex officio members of each Standing Committee.

40. Standing Committees - Meetings

- a) The Secretary will provide notice of meetings as is practicable in accordance with these rules.
- b) Meetings of a Standing Committee will be held as often as may be necessary.
- c) If the chair of a Standing Committee is not present within 30 minutes after the time appointed for the meeting then the members present may choose 1 of their number to act as chair of the meeting.
- d) A quorum for every meeting of a Standing Committee will be 5 members of the Standing Committee.
- e) Subject to these rules, a Standing Committee may meet together and regulate its proceedings as it thinks fit.
- f) Questions arising at meetings of a Standing Committee will, wherever possible, be determined by consensus, provided that questions arising at any meeting of a Standing Committee, which cannot be determined by consensus, will be determined by a majority of votes.
- g) Where a ballot of a Standing Committee is required every member of the Standing Committee will be entitled to 1 deliberative vote.
- h) The chair of a Standing Committee has both a deliberative and casting vote.
- i) A meeting of a Standing Committee may be held at 2 or more venues using technology that gives the members of the Standing Committee as a whole a reasonable opportunity to participate.
- j) A ballot of the members of a Standing Committee on any subject matter may be conducted by means of courier, post, facsimile transfer, E-mail or by other means of print communication, provided that:
 - i) in a ballot of a Standing Committee, a majority of the members of the Standing Committee entitled to vote and so voting, will constitute a quorum; and
 - ii) in a ballot of a Standing Committee determinations will be by simple majority of the votes cast.

41. Minutes

- a) For the purposes of this rule “minutes” means a summarised record of the proceedings of a meeting.
- b) The minutes of each meeting of the Annual Conference will be prepared by the Secretary and forwarded, in draft, to each member of the Annual Conference.
- c) A copy of the draft minutes of each Annual Conference meeting will be placed in the Members only section of the QNU Website.
- d) Upon confirmation, at the next meeting of the Annual Conference, the minutes will be signed by the President.
- e) The minutes of each meeting of the Council will be prepared by the Secretary and forwarded, in draft, to each member of the Council.

- f) Upon confirmation, at the next meeting of the Council, the minutes will be signed by the President.
- g) A copy of the minutes of each Council meeting will, upon minutes being confirmed, be available during business hours for inspection by:
 - i) members of the Executive; and
 - ii) Councillors.
- h) The minutes of each meeting of the Executive will be prepared by the Secretary and forwarded, in draft, to the:
 - i) members of the Executive; and
 - ii) Councillors.
- i) Upon confirmation, at the next meeting of the Executive, the minutes will be signed by the President.
- j) A copy of the minutes of each Executive meeting will, upon minutes being confirmed, be available during business hours for inspection by:
 - i) members of the Executive; and
 - ii) Councillors.
- k) The minutes of each General Meeting will be prepared by the Secretary and confirmed and signed by the President.
- l) A copy of the minutes of each General Meeting will, upon minutes being confirmed, be placed on the QNU website, in a Members only section.
- m) The minutes of a meeting, if signed by the chair in accordance with this rule, are conclusive proof of the matters recorded in them without any further proof.

42. President

- a) The President will:
 - i) chair all meetings of the:
 - A) Annual Conference;
 - B) Council;
 - C) Executive; and
 - D) General Meetings;
 - ii) preserve order at meetings;
 - iii) ensure that the business of a meeting is conducted with propriety;
 - iv) ensure that minutes are confirmed in accordance with these rules; and
 - v) ensure that these rules are observed.
- b) The President is, ex officio, a member of all committees of the Council.
- c) The office of President is honorary.

43. Vice-President

- a) The Vice-President will assist the President in the carrying out of the President's duties.
- b) The Vice-President will act as the President in the President's absence.
- c) The Vice-President will carry out functions of the President that the President may delegate to the Vice-President.
- d) The office of Vice-President is honorary.

44. Secretary

- a) The Secretary will, in accordance with these rules:
 - i) be the principal officer and chief administrative officer of the QNU;
 - ii) be responsible for managing the day to day affairs of the QNU;
 - iii) take action and defend action on behalf of the QNU;
 - iv) prosecute matters;
 - v) give notice of, and administer, General Meetings, meetings of the Council and meetings of the Executive;
 - vi) attend, and keep minutes, of:
 - A) General Meetings;
 - B) meetings of the Council; and
 - C) meetings of the Executive;
 - vii) conduct the QNU's correspondence;
 - viii) collect, receipt and deposit monies payable to the QNU;
 - ix) make payments on behalf of the QNU;
 - x) account for monies received and disbursed by the QNU;
 - xi) invest funds as directed by the Council;
 - xii) lodge for safe-keeping all securities and other legal documents;
 - xiii) prepare and produce Financial Statements;
 - xiv) ensure that the QNU complies with its audit requirements;
 - xv) maintain the Members Register;
 - xvi) maintain the Officers Register;
 - xvii) prepare, and file, returns;
 - xviii) submit recommendations to the:
 - A) Annual Conference;
 - B) Council;
 - C) Executive;
 - D) Local Branches; and
 - E) committees of the QNU;
 - xix) edit QNU Publications;
 - xx) ensure these rules are observed;
 - xxi) carry out other duties as the Council requires; and

- xxii) perform other duties as are provided by these rules.
- b) The Secretary may delegate to the Assistant Secretary any duty or power of the Secretary, on the terms the Secretary considers appropriate.
- c) The Secretary is, ex officio, a member of all committees of the Council.
- d) The Secretary will, when vacating office, deliver all Financial Statements, documents and other property of the QNU, in the Secretary's possession or control, to the successor in office to the Secretary, or to an officer determined by the Executive.
- e) The office of Secretary is full time.

45. Assistant Secretary

- a) The Assistant Secretary will assist, as required by the Secretary, the Secretary in the performance of the Secretary's duties.
- b) The Assistant Secretary will perform the duties directed by the:
 - i) Secretary; and
 - ii) Council; and
 - iii) Executive.
- c) During any temporary absence of the Secretary the Assistant Secretary will act as the Secretary.
- d) The Assistant Secretary when acting as the Secretary is entitled to exercise all the powers of the Secretary provided by these rules.
- e) The office of Assistant Secretary is full time.

46. Election

- a) The offices of:
 - i) President;
 - ii) Vice-President;
 - iii) Secretary;
 - iv) Assistant Secretary; and
 - v) Councillor,

will be elected at Quadrennial Elections by, and from, the Members and the officers elected will hold office for a term of 4 years or until their successors are elected and take office, or they die, resign, are removed from office in accordance with these rules.
- b) There will be no fewer than 5 or more than 22 Councillors as determined by the Council at its last meeting held prior to the opening of nominations for the Quadrennial Elections.
- c) Elections to be conducted in accordance with the Election Procedure Rules for the offices of:
 - i) President;
 - ii) Vice-President;
 - iii) Secretary;
 - iv) Assistant Secretary; and
 - v) Councillor,

will be conducted between the first day of September and the thirtieth day of October in each fourth year with nominations to open prior to the first day of September in each year of election.

- d) Executive Members will be elected at Quadrennial Elections from the Councillors and by all the members of the Council and an Executive Member will hold office for a term of 4 years or until their successor is elected and takes office, or they die, resign, are removed from office in accordance with these rules.
- e) Elections for Executive Members will be conducted in accordance with rule 78.
- f) Delegates and Alternate Delegates will be elected at Biennial Elections by, and from, the members of either, as the case may be, the:
 - i) Local Branches that members are assigned to; or
 - ii) Regions that members are assigned to,
 in accordance with the Election Procedure Rules, at elections to be conducted between the first day of September and the thirtieth day of October in each second year with nominations to open prior to the first day of September in each year of election, provided that the Council may, by Administrative Regulation, determine an election procedure, which procedure ensures secrecy, fairness and transparency, to be used as an alternative to the Election Procedure Rules for the conduct of elections for Delegates and Alternate Delegates.
- g) A Delegate and Alternate Delegate will hold position for a term of 2 years or until their successor is elected and takes up their position, or they die, resign, are removed from the position in accordance with these rules.
- h) A successful candidate in an election will assume office or position, as the case may be, on 30 November in the year of election, provided that where the result of the election for an office or position has not been declared before 30 November, the successful candidate will when the result is declared immediately assume the office or position concerned.
- i) Despite sub-rule (h) a candidate for election as an Executive Member will assume office when elected.
- j) Other than a Councillor who is elected as an Executive Member, an officer of the QNU may only be elected to, and hold, one office.
- k) The only offices that are full time offices are:
 - i) Secretary; and
 - ii) Assistant Secretary.

47. Qualifications for Office

- a) A candidate for an office in column A must have, at the time of nomination, been continuously a Member for at least the period of time set out immediately opposite in column B:

A	B
President	1 year
Vice-President	1 year
Secretary	2 years
Assistant Secretary	2 years
Councillor	1 year
Executive Member	1 year

- b) A candidate for a position in column C must have, at the time of nomination, been continuously a Member for at least the period of time set out immediately opposite in column D:

C	D
Delegate	6 months
Alternate Delegate	6 months

- c) Subject to sub-rules (a) and (b), no person who holds an honorary office or any paid position in any other association, organisation or union with industrial objects, except an honorary office or paid position in the Federation, will be eligible to nominate for or to hold an office or a position in the QNU.

- d) A Member may, subject to this rule, nominate for the office of Councillor.
- e) A Member may, subject to this rule, only nominate for one of the offices of:
 - i) President;
 - ii) Vice-President;
 - iii) Secretary; or
 - iv) Assistant Secretary,
 provided that a member nominating for an office under this sub-rule may also nominate for the office of Councillor.
- f) A nomination for a candidate for election to the office of Councillor will be in writing signed by the candidate together with three (3) Members.
- g) A nomination for a candidate for election to the offices of:
 - i) President;
 - ii) Vice-President;
 - iii) Secretary; or
 - iv) Assistant Secretary,
 will be in writing signed by the candidate together with three (3) Councillors and three (3) Members who are not Councillors.
- h) A nomination for a candidate for election to the office of Executive Member will be in accordance with rule 78.
- i) A nomination for a candidate for election to the position of Delegate or Alternate Delegate will be in writing and the candidate may nominate themselves.
- j) A Member nominating another Member for an office under this rule must have, at the time of nominating, been continuously a Member of the QNU for at least the period of 12 months.

48. Election Procedures Definitions

- a) Definitions in these election procedures rules are:
 - i) “ballot box” means a ballot box kept under rule 63.
 - ii) “candidate”, for an election, means a person:
 - A) who has nominated as a candidate for the office the election is about;
 - B) whose nomination has been accepted under rule 53; and
 - C) whose nomination has not been withdrawn;
 - iii) “days” has the meaning provided by the Act.
 - iv) “eligible member” means a person who was a Member 30 days before the starting time for nominations.
 - v) “higher office” means the offices ordered as follows:
 - A) President;
 - B) Vice President;
 - C) Secretary;
 - D) Assistant Secretary; and
 - E) Councillor.
 - vi) “initialled” by the Manager of an election includes being marked with a facsimile of the Manager’s initials.

- vii) “Manager of an Election” means:
 - A) the electoral officer conducting the election or ballot; or
 - B) if an exemption has been given pursuant to the Act the returning officer then appointed pursuant to the Act and in accordance with these rules to conduct the election.
- viii) “member” means a Member of the QNU.
- ix) “return envelope” see sub-part 62(a)(ii).
- x) “roll”, for an election, means the roll of voters prepared for the election under rule 57.
- xi) “scrutineer” means:
 - A) a candidate who acts personally as a scrutineer; or
 - B) a person appointed as a scrutineer for a candidate under rule 69.
- xii) “voter” means a person:
 - A) who is an eligible member; and
 - B) whose name is on the roll.
- xiii) “voting material” see sub-rule 62(a).

49. Manager of Election – Functions and Powers

- a) The Manager of an election:
 - i) must not be a member of, the holder of any office in, or be an employee of the QNU;
 - ii) must not influence, or attempt to influence, the outcome of the election;
 - iii) must conduct the election under these election procedures except where these rules expressly provide otherwise;
 - iv) may take the action, and give the directions, the Manager considers reasonably necessary to ensure that the processes under which the election is conducted are transparent; and
 - v) must ensure suitable arrangements are made with Australia Post for the return of ballot papers to a box or locked bag at a post office.
- b) The Manager of an election may take the action, and give the directions, the Manager considers reasonably necessary:
 - i) to ensure no irregularities happen in the election; or
 - ii) to remedy a procedural defect that appears to the Manager to exist about the election.
- c) To ensure the integrity of an election, the address for return of ballot papers must not be the QNU’s usual postal address.

50. Closing Day and Time for Nominations

- a) The Manager of the election must fix the opening day and closing day for nominations for office.
- b) The closing day must be at least 28 days after notice is given under rule 52.
- c) Nominations open at midday on the opening day and close at midday on the closing day.

51. Starting and finishing days of ballot

- a) If a ballot becomes necessary under rule 56, the Manager of the election must fix the start and finish days for the ballot to decide the result of the election.
- b) The start day must not be before the closing day for nominations for the offices to be filled at the election.

52. Calling for Nominations

- a) The Manager of the election must call for nominations for the offices to be filled by notice given to members in 1 of the following ways:
 - i) by post to each member at the address recorded in the Members Register;
 - ii) if the QNU publishes a journal or newsletter that it gives to its Members free of charge, by advertisement in that journal or newsletter; or
 - iii) in a daily newspaper circulating in the area where the QNU Members live or work.
- b) The notice must state:
 - i) the opening day for nominations;
 - ii) the closing day for nominations;
 - iii) that nominations for office:
 - A) open at midday on the opening day; and
 - B) close at midday on the closing day;
 - iv) who may nominate as a candidate in the election;
 - v) that nominations for office must be written, signed by the nominee and given to the Manager before nominations close;
 - vi) the starting and finishing days for a ballot to decide the result of the election if a ballot becomes necessary under rule 56;
 - vii) that only a person who was a financial member 30 days before the opening time for nominations may vote in the election; and
 - viii) that the ballot will be determined by a first past the post system of voting.

53. Nomination Procedure

- a) A nomination for office must be written, signed by the nominee, otherwise comply with these rules and be given to the Manager of the election before nominations close.
- b) A person may nominate for more than 1 office.
- c) The Manager of the election must accept a nomination if:
 - i) it complies with sub-rule (a);
 - ii) the nominee is an eligible member and is otherwise entitled pursuant to these rules to nominate;
 - iii) the nominators are entitled pursuant to these rules to nominate the nominee; and
 - iv) these rules, in so far as they expressly provide in relation to the nomination process, are complied with.
- d) A candidate may withdraw the candidate's nomination by written notice given to the Manager of the election no later than 7 days after nominations close.

54. What happens if a nomination is defective

- a) The Manager of the election must reject a nomination:
 - i) if the nominee is not qualified to nominate for the office; or
 - ii) given to the Manager of the election after nominations have closed.
- b) If a nomination for an office is defective, other than because the nominee is not qualified to nominate for the office or because the nomination was made after the closing time, the Manager of the election must:
 - i) reject it;

- ii) give the nominee notice of the defect; and
- iii) if practicable, give the nominee an opportunity to remedy the defect.
- c) If practicable, the notice must be given before nominations close.
- d) Failure to give the notice does not invalidate the election.

55. Election without ballot

- a) The Manager of the election must declare a candidate elected to an office if:
 - i) nominations have closed; and
 - ii) the candidate does not hold another office; and
 - iii) the candidate has:
 - A) not nominated for a higher office; or
 - B) nominated for a higher office and is not elected to the higher office; and
 - iv) if the election is for President, Vice-President, Secretary or Assistant Secretary, the candidate is the only candidate; or
 - v) if the election is for another type of office, the number of candidates for the office is not more than the number of offices of the same type to be elected at the same time.

56. When a ballot must be held

- a) If there are more candidates for election to an office than the number to be elected, the Manager of the election must conduct a secret postal ballot pursuant to these Election Procedure Rules.

57. Roll – Preparation

- a) A roll for a ballot must be prepared at the direction of the Manager of the election.
- b) The Manager of the election must ensure the roll:
 - i) states:
 - A) the name of each person who is an eligible member of the QNU in alphabetical order;
 - B) each eligible member's address, opposite their name; and
 - C) the Local Branch to which they are allocated pursuant to these rules; and
 - ii) is completed when nominations for the election close.
- c) The Secretary must give the Manager of the election:
 - i) a copy of its Members Register; and
 - ii) access to the QNU's records reasonably necessary for the Manager of the election to ensure the roll is accurate.

58. Roll – Inspection

- a) The Manager of the election must make the roll for the election available for inspection:
 - i) in the period that:
 - A) starts on the day after the roll must be completed under sub-rule 57(b); and
 - B) ends 30 days after the result of the election is declared; and
 - ii) at the office of the Manager of the election when it is open for business.

- b) A candidate, Member or a person authorised by the Manager of the election may inspect the roll, free of charge.
- c) If, during the period stated in sub-rule (a), a candidate or Member asks for a copy of the roll or a stated part of the roll, the Manager of the election must give the person the copy, free of charge.

59. When someone can claim a right to vote

- a) Despite rule 57, if an eligible member's name does not appear on the roll, the member may apply to the Manager of the election to have the member's name included on the roll.
- b) If the Manager of the election is satisfied the applicant is an eligible member, the Manager of the election must include the applicant's name on the roll.
- c) An eligible member is only able to vote in such ballots as is permitted pursuant to these rules.

60. Ballot papers

- a) A ballot paper for the election must:
 - i) have a watermark or other distinctive pattern that prevents it from being reproduced other than by the Manager of the election or a person authorised by the Manager of the election;
 - ii) be of paper that will hide a vote marked on it from view when it is folded once;
 - iii) be a different colour from the colour used for ballot papers at the 2 previous elections held for the QNU;
 - iv) list the names of each candidate once only for each office the election is for, with the surname first, followed by the candidate's other names;
 - v) state how the voter may vote;
 - vi) state that the voter must fill in and sign the voting declaration or the vote will not be counted; and
 - vii) state that the voter must return the ballot paper to the Manager of the election so it is received on or before the finish day of the ballot.
- b) The order of names on the ballot paper must be determined by lot.
- c) If 2 or more candidates have the same surname and first names, the candidates must be distinguished in an appropriate way.

61. Nominations for Executive or Council

- a) Members nominating for the Executive or the Council may, not later than 5 days following the close of nominations, submit to the Manager a statement and/or a photograph of the candidate.
- b) A statement must not exceed 200 words.
- c) A photograph must be a passport photograph.
- d) The Manager:
 - i) will reject any statement or photograph which does not comply with this rule; and
 - ii) may reject any statement or photograph the publication of which may be defamatory or otherwise in breach of the law.
- e) A candidate whose statement or photograph is rejected will be given not more than 10 days from the close of nominations to supply a replacement statement or photograph.
- f) The Manager will include with the voting material a copy of the statement (if any) and photograph (if any) relating to each candidate.

62. Distributing voting material

- a) The Manager of the election must post the following things (the “voting material”) to each voter:
 - i) a ballot paper initialled by the Manager of the election;
 - ii) an unsealed reply paid envelope (a “return envelope”) addressed to the Manager of the election;
 - iii) a ballot envelope and a voting declaration;
 - iv) a candidate statement and photograph accepted by the Manager in accordance with rule 61; and
 - v) other material the Manager of the election considers appropriate for the ballot including, for example, directions or notes to help the eligible member to comply with these rules and cast a valid vote.
- b) Voting material must be posted to each voter:
 - i) in a sealed envelope to the voter’s address on the roll; and
 - ii) as soon as practicable, but no earlier than 2 days before the starting day of the ballot.
- c) The voting declaration must state:
 - i) ‘I certify that I am the person whose name appears on this envelope and I have voted on the ballot paper enclosed.’;
 - ii) provide for the voter to fill out the voter’s name and other identifying factor i.e. membership number; and
 - iii) a place for the voter to sign the declaration.
- d) If a voter gives the Manager of the election a notice that the voter will be at an address other than the address stated on the roll when voting material is to be given, the Manager must post the material to the other address.
- e) A ballot paper or ballot envelope must not be marked in a way that could identify the voter.

63. Manager of the election must keep a ballot box

- a) The Manager of the election must get a ballot box and:
 - i) keep the box in a safe place; and
 - ii) seal the box in a way that:
 - A) allows voting material to be put in it until the ballot finishes; and
 - B) prevents voting material from being taken from it until votes for the ballot are to be counted.

64. Duplicate voting material

- a) This rule applies if voting material posted to a voter:
 - i) has not been received by the voter;
 - ii) has been lost or destroyed; or
 - iii) if the document is a ballot paper—has been spoiled.
- b) The voter may apply to the Manager of the election for a duplicate of the document.
- c) The application must:
 - i) be received by the Manager of the election on or before the finish day of the ballot;
 - ii) state the grounds on which it is made;
 - iii) if practicable, be substantiated by evidence verifying or tending to verify the grounds;
 - iv) state that the voter has not voted at the ballot; and

- v) if the document is a spoiled ballot paper be accompanied by the ballot paper.
- d) If the application complies with sub-rule (c), the Manager of the election must:
 - i) if the document is a spoiled ballot paper:
 - A) mark 'spoilt' on the paper;
 - B) initial the paper beside that marking and keep the paper; and
 - C) give a fresh ballot paper to the voter; or
 - ii) otherwise—give a duplicate of the document to the voter.

65. How long ballot is open

- a) A ballot must remain open for:
 - i) at least 21 days; and
 - ii) no longer than 49 days.

66. How to vote

- a) A voter may vote only by completing the following steps:
 - i) completing a ballot paper by:
 - A) placing an "X" or "✓", or some other mark that clearly identifies the intention of the voter, in the square opposite the name of the candidates the voter may vote for under rule 67; and
 - B) complying with the instructions on the paper about how to vote;
 - ii) putting the ballot paper in a ballot envelope;
 - iii) sealing the ballot envelope;
 - iv) filling in and signing the voting declaration for the ballot paper;
 - v) putting the voting declaration and the ballot envelope in the return envelope;
 - vi) sealing the return envelope;
 - vii) complying with any direction given under sub-part 62(a)(v); and
 - viii) returning the return envelope to the Manager of the election so that the envelope is received on or before the finish day for the ballot.

67. How many votes may be cast

- a) A voter may only cast:
 - i) if the election is for the:
 - A) President;
 - B) Vice-President;
 - C) Secretary,
 - D) Assistant Secretary,
 a single vote; or
 - ii) if the election is for another type of office, the number of votes equalling the number of offices to be filled.

68. How Manager of the election must deal with voting material

- a) The Manager of the election must put all voting material returned to the Manager of the election in the ballot box until voting has ended.
- b) If, after the finishing day for the election, the Manager of the election receives a return envelope apparently containing a ballot paper for the election, the Manager of the election must:
 - i) keep the envelope sealed;
 - ii) mark the envelope ‘Received by the Manager of the election after the finishing day for the ballot; and
 - iii) keep the envelope in safe custody, but separately from return envelopes received before or on the finishing day.

69. Scrutineers – Appointment

- a) A candidate may:
 - i) act personally as a scrutineer; or
 - ii) appoint another Member (an “appointee”) as a scrutineer for the candidate.
- b) An appointment must be in writing and signed by the candidate.
- c) A candidate must notify the Manager of the election of the name of the candidate’s appointee as soon as possible after the appointee is appointed.
- d) The Manager of the election may refuse to allow an appointee to act as a scrutineer if:
 - i) the Manager of the election asks to inspect the appointment as a scrutineer; and
 - ii) the appointee does not produce it.

70. Scrutineers’ Rights

- a) Subject to rule 69, a scrutineer may be present when:
 - i) ballot papers or other voting material for a ballot are prepared and given to voters;
 - ii) voting material is received and put in safe custody under rule 68; and
 - iii) votes are counted.

71. Scrutineers – Numbers Attending

- a) Each candidate may have only 1 scrutineer exercising a right under rule 70 for each official present where the ballot is being conducted.
- b) In sub-rule (a):
 - i) “official” means:
 - A) if the ballot is being conducted by the electoral commission—an electoral officer; or
 - B) if the ballot is not being conducted by the electoral commission:
 - a) the Manager of the election; or
 - b) any other person appointed by the Manager of the election to exercise the powers of the Manager of the election for the election.

72. Initial scrutiny of voting material

- a) As soon as possible after the ballot finishes, the Manager of the election must:
 - i) seal the ballot box in a way that prevents voting material from being put in it; and
 - ii) take the ballot box to the place where votes are to be counted.
- b) The Manager of the election must then:
 - i) unseal the ballot box;
 - ii) take out the return envelopes;
 - iii) open each return envelope and take out the ballot envelope and the voting declaration;
 - iv) examine the declaration and mark off the voter's name on the roll; and
 - v) ensure the declaration is signed.
- c) After complying with sub-rule (b), the Manager of the election must put the ballot envelopes in a container and the declarations into another container if satisfied:
 - i) each declaration is signed; and
 - ii) the declaration corresponds with the voter's name and/or the identifying factor on the roll.
- d) However, the Manager of the election must not put a ballot envelope or declaration in the containers mentioned in sub-rule (c) if:
 - i) the Manager of the election reasonably believes the voter to whom it was sent did not sign the declaration; or
 - ii) the person named on the declaration is not the person to whom it was sent.
- e) Sub-rule (d) does not apply if the Manager of the election is satisfied the person who filled in and signed the declaration:
 - i) is a voter;
 - ii) has not previously voted in the ballot; and
 - iii) has a reasonable explanation for using someone else's ballot material.
- f) The Manager of the election must keep ballot envelopes and declarations excluded under sub-rule (d) separate from other ballot envelopes and declarations.
- g) A declaration is valid only if:
 - i) it complies with sub-rule (c) and (e); and
 - ii) sub-rule (d) does not apply.
- h) A valid declaration must be accepted as valid, and an invalid declaration must be rejected, by the Manager of the election.
- i) If a declaration is accepted as valid by the Manager of the election, the Manager of the election must:
 - i) note the acceptance of validity on the declaration; and
 - ii) record the correct ballot number on the roll against the name of the voter who signed the declaration.
- j) After separating the ballot envelopes and declarations, the Manager of the election must, in the following order:
 - i) seal the container holding declarations;
 - ii) open the ballot envelopes not excluded under sub-rule (d) and take out the ballot papers;
 - iii) if a ballot envelope contains more than 1 ballot paper for each office the election is for—mark each of the ballot papers from the envelope 'informal under sub-part 73(b)(v)'; and
 - iv) put all of the ballot papers in the ballot box.

73. Counting Votes

- a) To count votes the Manager of the election must:
 - i) admit the formal votes and reject the informal votes;
 - ii) count the formal votes; and
 - iii) count the informal votes.
- b) A vote is informal only if:
 - i) the ballot paper is not initialled by the Manager of the election and the Manager of the election is not satisfied the paper is authentic;
 - ii) the ballot paper is marked in a way that allows the voter to be identified;
 - iii) the ballot paper is not marked in a way that makes it clear how the voter meant to vote;
 - iv) the ballot paper does not comply with a direction given under rule 62; or
 - v) the ballot paper was taken from a ballot envelope that contained another ballot paper for the office the election is for.

74. Scrutineers' Objections

- a) Before votes are counted, a scrutineer may advise the Manager of the election that the scrutineer considers an error has been made in conducting the ballot.
- b) When votes are counted, a scrutineer may:
 - i) object to a ballot paper being admitted as formal or rejected as informal by the Manager of the election; or
 - ii) advise the Manager of the election that the scrutineer considers an error has been made in conducting the ballot or counting votes.
- c) If a scrutineer advises the Manager of the election under sub-rule (a) or (b), the Manager of the election must:
 - i) decide whether the error has been made; and
 - ii) if appropriate—direct action to correct or mitigate the error.
- d) If a scrutineer objects under sub-part (b)(i), the Manager of the election must:
 - i) decide whether the ballot paper is to be admitted or rejected; and
 - ii) note the determination on the ballot paper and initial the note.

75. Direction by Manager of the election to leave count

- a) The Manager of the election may direct a person to leave the place where votes are being counted if the person:
 - i) does not have the right to be present at the count; or
 - ii) interrupts the count, other than to exercise a scrutineer's right.

76. How result is determined

- a) The method of deciding the result of a ballot is on a first past the post basis.
- b) The Manager of the election will count the votes cast for each candidate.
- c) The Manager of the election will determine the order of candidates with the candidate receiving the greatest number of votes being the first in order and the candidate receiving the least number of votes being the last in order.
- d) The Manager will declare elected candidates for the offices of:
 - i) President;

- ii) Vice-President;
- iii) Secretary; or
- iv) Assistant Secretary,

who received the greatest number of votes, in the respective ballots, provided that if a candidate is elected to an office, and the candidate is also elected to a higher office, the Manager of the election may only declare the candidate elected to the higher office.

- e) The Manager of the election will declare elected candidates for the offices where there are multiple candidates to be elected on the basis of the candidates ranking in the order determined pursuant to sub-rule (c) up to the ranking equalling the number of candidates to be elected.
- f) This rule is subject to rule 77.

77. What happens if votes for 2 or more Candidates are equal

- a) If the Manager of the election can not decide which candidate is elected to an office because the votes cast for 2 or more candidates are equal, the Manager of the election must decide which candidate is elected by drawing lots.
- b) A determination under sub-rule (a) must be made in the presence of any scrutineer who wishes to attend.

78. Collegiate Elections

- a) The Executive Members will be elected by a collegiate electoral system.
- b) The electoral college will in relation to the election for the officers referred to in sub-rule (a) be the Council.
- c) The manager of the election (for the purposes of this rule the “Manager”) will be the person appointed pursuant to the Election Procedure Rules, and the Manager will be subject to the provisions of the Election Procedure Rules.
- d) The Manager will call for nominations from among members of the electoral college subject to these rules, by written notice to each member.
- e) Nominations will be in writing, signed by the candidate and seconded in accordance with these rules and will be delivered to the Manager prior to the commencement of the first meeting of the Council next following the Quadrennial Elections of members of the electoral college (for the purposes of this rule the “Meeting”).
- f) If the Manager finds that a nomination is defective, the Manager will, before rejecting the nomination, notify the person concerned of the defect and, where it is practicable to do so, give the person the opportunity of remedying the defect.
- g) The Manager will notify each member of the electoral college of the opening and closing time of the ballot which will be conducted at the meeting.
- h) If at the close of nominations, only the required number of nominations have been received for the offices, the Manager will declare those candidates elected.
- i) If there are more than the required number of candidates for an office, the Manager will conduct at the meeting an election for that office by secret ballot of the members of the electoral college and by means of a “first past the post system”.
- j) The Election Procedure Rules will apply to the count.
- k) Any candidate may appoint a scrutineer, and the Election Procedure Rules in relation to scrutineers will apply.
- l) The Manager will arrange for the preparation of ballot papers on which the candidates names will appear in alphabetical order.
- m) The Manager will initial and hand to each member of the electoral college a ballot paper.

- n) Each member of the electoral college will cast a vote by completing the ballot paper by placing an “x” or other mark in the square against the name of the candidate the voter is voting for, and by placing the completed ballot paper in the ballot box in the control of the Manager.
- o) Any member who will not be present at the meeting at which the ballot is to be held may lodge a request with the Manager for an absentee vote, together with an address where such member can receive communications, and, if any member has done so, the Manager will not declare the result of the ballot until such member has been given reasonable opportunity to vote.
- p) The candidate or candidates securing the highest number of votes will be declared elected.
- q) The Manager will declare the result to the electoral college as soon as the count is completed and will provide a written report to the Council in relation to the declaration.
- r) The candidate or candidates elected will take office upon the declaration by the Manager of the result of the election and each will hold office until their successors are elected.

79. Exemption

- a) Offices filled by election in the counterpart federal body
 - i) The offices of the QNU (for the purposes of this rule, “the state office”) that correspond with the offices of the QNU Branch of the Federation, being the counterpart federal body, (for the purposes of this rule, “the federal office”), due to the state office being similar to the federal office, are as follows:

Counterpart Federal Body (the federal office)	The QNU (the state office)
QNU Branch President	President
QNU Branch Vice President	Vice-President
QNU Branch Secretary	Secretary
QNU Branch Assistant Secretary	Assistant Secretary
QNU Branch Councillor	Council Member
QNU Branch Executive Member	Executive Member

- ii) The Secretary will:
 - A) make application for exemption from holding an election as soon as practicable following the declaration of elections, held under the *Fair Work (Registered Organisations) Act 2009* (Cth) (the “federal election”) for the Counterpart Federal Body;
 - B) notify the membership of the QNU, of the making of the application for exemption, by means of a publication circulated to the Members free of charge; and
 - C) seek, in the making of an application for exemption, that a state office be filled by a person elected in the federal election to the federal office that corresponds, as provided by this rule, with the stated office.
- iii) In the event of the exemption not being granted or being only partially granted the Secretary will forthwith proceed to file the prescribed material in relation to the holding of an election, or a relevant election, as the case may be, pursuant to these rules.
- b) Positions filled by election in the counterpart federal body
 - i) The positions of the QNU (for the purposes of this rule, “the state positions”) that correspond with the positions in the QNU Branch of the Federation (for the purposes of this rule, “the federal positions”), due to the state position being similar to the federal position are as follows:

Counterpart Federal Body (“the federal positions”)	The QNU (“the state positions”)
Job Representatives	Delegates
Alternate Job Representatives	Alternate Delegates

- ii) The persons who fill the position in the federal position will fill the state position on, and from, 30 November in the year of election, provided that where the result of the election for an office or position has not been declared before 30 November, the successful candidate will when the result is declared immediately assume the office or position concerned.

80. Casual Vacancies

- a) Where any casual vacancy occurs in any office of the QNU and the unexpired part of the term of the office does not exceed:
 - i) 12 months; or
 - ii) 3/4 of the term of the office, whichever is the greater,the Council may fill the casual vacancy by appointing a person to the office who is eligible to nominate for, and hold, the office in accordance with these rules.
- b) The Council may determine that a casual vacancy occurring in accordance with sub-rule (a), must be filled by an election to be conducted in accordance with the Election Procedure Rules.
- c) Where the unexpired term of office, in which the casual vacancy has arisen, exceeds that provided for by sub-rule (a), that vacancy must be filled by an election to be conducted in accordance with the Election Procedure Rules.
- d) Where a casual vacancy is to be filled by an election in accordance with this rule, the Council may appoint a Member, privileged in accordance with these rules, to act in the office until the election is completed.
- e) A person appointed or elected to office in accordance with this rule holds that office for the balance of the period that their predecessor would, but for the casual vacancy, have held office subject to their dying, resigning or being otherwise removed in accordance with these rules.
- f) Where a casual vacancy occurs in a position the Council may fill the casual vacancy by appointing a person to the position who is eligible to nominate for, and hold, the position in accordance with these rules.
- g) Sub-rule (f) does not prevent the Council from determining to hold an election in relation to filling a casual vacancy in a position.
- h) A casual vacancy includes an office or position that is not filled at election.

81. Workplace Representatives

- a) There will be workplace representatives (for the purposes of this rule, "Workplace Representatives") appointed in Health Facilities where members work.
- b) Workplace Representatives include Members who:
 - i) are Delegates of the QNU within the meaning of the Act;
 - ii) are health and safety representatives elected in accordance with the Workplace Health and Safety Act or the Work Health and Safety Act; or
 - iii) engage in industrial activity within the meaning of section 347(b)(v) of the Fair Work Act, and who have been appointed by Council as Workplace Representatives in accordance with this rule.
- c) A Member proposed to be appointed as a Workplace Representative will promptly advise the Secretary, who will place the question of appointment before the Council to consider.
- d) The Council may determine to terminate the appointment of a Workplace Representative who fails, in the view of Council, to comply with:
 - i) the QNU's rules;
 - ii) the QNU's policies;
 - iii) a direction of the Council; or

- iv) a direction of the Executive.
- e) A determination made in accordance with sub-rule (d) is final and cannot be appealed.
- f) Workplace Representatives will perform the functions determined by the Council.
- g) The Council will determine:
 - i) how Workplace Representatives are to conduct themselves in the workplace; and
 - ii) the functions to be performed by Workplace Representatives.
- h) The QNU will provide training and resources for Workplace Representatives as Council determines.
- i) Council may make an administrative regulation to provide for:
 - i)
 - A) the circumstances; and
 - B) procedures,
 for appointment Workplace Representatives; and
- j) how Workplace Representatives are to conduct themselves in the workplace.

82. Local Branches

- a) The QNU will be divided into Local Branches.
- b) Subject to the approval of the Council, a Local Branch of the QNU may be formed by 10 or more Members:
 - i) at a Health Facility;
 - ii) within convenient geographical areas in the case of members employed in or in connection with community health services;
 - iii) at any other place where it appears to the Council to be appropriate and convenient; or
 - iv) where it appears to the Council the nature of the members employment gives the members concerned a special interest.
- c) The Council has the power in relation to a Local Branch to:
 - i) vary;
 - ii) merge; and/or
 - iii) dissolve,
 the Local Branch and may assign the members assigned to a Local Branch to another Local Branch.
- d) Where a Local Branch is established, or dissolved, the Council may alter the representation of other Local Branches to accommodate the formation, variation, merger, or dissolution of a Local Branch.
- e) The Secretary must, when the Council makes a determination in accordance with sub-rule (c) or (d), promptly inform all affected Members of:
 - i) the determination;
 - ii) the effect that that determination has on any other Local Branches; and
 - iii) where members are to be transferred, the Local Branch to which they are to be transferred.
- f) A Local Branch will have a Steering Committee comprising:
 - i) Delegates and Alternate Delegates who as members are assigned to the Local Branch; and
 - ii) members of the Council who as members are assigned to the Local Branch.
- g) The Steering Committee will at its first meeting following Elections appoint, from amongst the Steering Committee a Chair.

- h) The appointment required to be conducted in accordance with sub-rule (g) will be conducted with a minimum of form, and by the method determined by the members assigned to the Local Branch.
- i) A Steering Committee may co-opt a Member, with the consent of the Member concerned, assigned to the Local Branch as a member of the Steering Committee.
- j) A Local Branch, by its Steering Committee, may adopt procedures for the conduct of the Local Branch provided that the procedures are:
 - i) approved by the Executive; and
 - ii) consistent with these rules.
- k) No procedure proposed by a Steering Committee in accordance with sub-rule (j) will have effect until the procedure is approved by the Executive.
- l) The Local Branch will have general meetings as:
 - i) the Steering Committee determines; or
 - ii) as requested by not less than 1/3 of the Members assigned to the Local Branch,
 provided that, where a meeting is requested by the Members assigned to the Local Branch it is made to the Chair.
- m) Upon application made to the Secretary, a Local Branch will be supplied with necessary:
 - i) books;
 - ii) stationery;
 - iii) postage; and
 - iv) equipment.
- n) A Local Branch is bound by Policy.
- o) The Council may make an administrative regulation providing for standard operating procedures for Local Branches and the functions of the Chair.
- p) A Local Branch may apply for funding for operating expenses.
- q) The Council may make an administrative regulation providing Local Branches with an accounting model to record operating expenditure.
- r) A Local Branch is responsible for instituting and maintaining the accounting model in accordance with an administrative regulation.

83. Regions

- a) The QNU will be divided into Regions as the Council considers appropriate.
- b) The Council has the power in relation to a Region to:
 - i) vary;
 - ii) merge; and/or
 - iii) dissolve,
 the Region, and may assign the members assigned to a Region to another Region.
- c) The Council may create new Regions as the Council considers appropriate.
- d) The Secretary must, when the Council makes a determination in accordance with sub rules (b) or (c), promptly inform all affected Members of:
 - i) the determination;
 - ii) the effect that that determination has on any other Regions; and
 - iii) where members are to be transferred, the Region to which they are to be transferred.

84. QNU Fund

- a) All monies paid to the account of the QNU and/or property held by the QNU will:
 - i) be used to administer the QNU in accordance with these rules;
 - ii) if money, be banked by the Secretary in the financial facility that the Council determines;
 - iii) if property, be held in the form that the Council determines,and for the purpose of these rules will be called the QNU Fund.
- b) All expenditure from the QNU Fund must occur in accordance with these rules.
- c) The QNU Fund will be used only for:
 - i) carrying out the Objects; and
 - ii) the necessary expenses of management of the QNU.
- d) The surplus funds, or other property, held in the QNU Fund will be invested as:
 - i) permitted by law; and
 - ii) determined by the Council.
- e) The Council may direct expenditure from the QNU Fund for the purpose of attaining the Objects.
- f) The Council may direct the use of property from the QNU Fund for the purpose of attaining the Objects.
- g) The Council may, on the recommendation of the Secretary, approve a budget for the QNU's expenditure.
- h) Expenditure for the following purposes may be disbursed by the Secretary:
 - i) the ordinary expenses of management;
 - ii) recurrent expenditure;
 - iii) budgeted expenditure;
 - iv) amounts up to \$5,000.00 or other sum as the Council may determine,provided that the Secretary must report the expenditure, and seek the ratification of that expenditure, at the next meeting of Executive following the expenditure.
- i) The Council may withdraw its authorisation to expend monies at any time, or for any period, it sees fit.
- j) The Council may withdraw its authority to use property at any time, or for any period, it sees fit.
- k) All expenditure ratified by the Executive must be placed before the Council, at its meeting next following the ratification, for its consideration and ratification.
- l) The account name of a financial facility into which monies comprising the QNU Fund are banked, must include the words:

"Queensland Nurses' Union of Employees – [insert account name]".

85. Special Fund

- a) The Council may determine to create special funds to be used for a particular purpose or purpose.
- b) The credit balance of any special fund will be maintained at the level, if any, determined by the Council.

86. Trusts

- a) The QNU may contribute funds or other QNU assets to a trust fund conditional on the following:
 - i) that the trustee of the trust must be a Member or in the case of a corporate trustee, all shares in the corporate trustee are held by Members;
 - ii) that the Secretary must be the "appointer" of the trust with power to dismiss any trustee without giving reason and appoint a new trustee who complies with sub-part (i);

- iii) that the terms of trust of the trust fund are approved by the Council;
- iv) that the transfer of any QNU funds or assets to the trust is approved by at least a 2/3 majority of the Council;
- v) that no person who contributes to the trust gains beneficial interest in the trust by reason of that contribution; and
- vi) that on the termination or winding up of the trust, for any reason, the funds and assets of the trust revert to the QNU.

87. Financial Year

- a) The financial year of the QNU is the period commencing on 1 July in one year and concluding on 30 June in the next year.

88. Audit

- a) The Council will appoint, in accordance with the provisions of the Act, an auditor who will hold the qualification required for a competent person under the Act.
- b) The auditor will:
 - i) audit the QNU at the end of each financial year and at other times as the Council, or Executive, determines;
 - ii) have access to and examine:
 - A) registers;
 - B) documents; and
 - C) Financial Statements,
 of the QNU whether held in paper or electronic form;
 - iii) have the discretion to examine any officer or employee of, or contractor to, the QNU in regard to the:
 - A) registers;
 - B) documents; and
 - C) Financial Statements,
 of the QNU;
 - iv) obtain from any financial facility, in which the QNU Fund is invested, a written statement of balances held; and
 - v) obtain from any contractor to the QNU details of any liabilities that the QNU may have.
- c) The auditor must provide an audit report certified in accordance with the Act and these rules, or, if unable to certify to the correctness of any of them, promptly report to the Council in relation to defects.
- d) The auditor will have power to place before the Council any recommendations concerning the financial affairs of the QNU.
- e) In the event of an auditor being unable to act, refusing to act or resigning, the Council will appoint a replacement auditor qualified in accordance with these rules as auditor.

89. Executing Documents

- a) Any cheque or electronic transaction authority requiring to be signed and/or approved, as the case may be, will be signed or approved by 2 members of the Executive, provided that where the Secretary and Assistant Secretary together sign or approve then the members of the Executive will be advised, by email or other means as appropriate, as soon as practicable with the particulars of what has been signed or approved.

- b) Industrial Instruments may be executed by, or on behalf of, the QNU by the Secretary or the Assistant Secretary who has the delegation of the Secretary and/or another member of the Executive authorised by the Executive.
- c) Other documents may be executed by, or on behalf of, the QNU by the Secretary or the Assistant Secretary who has the delegation of the Secretary and/or another member of the Executive authorised by the Executive.

90. Seal

- a) The QNU will have a seal.
- b) The seal is retained in the custody of the Secretary.
- c) The seal will be affixed to all documents required to be under seal.
- d) The seal may only be used when the Executive directs.
- e) The fixing of the seal will be attested to by any 2 of the:
 - i) President;
 - ii) Vice-President;
 - iii) Secretary; or
 - iv) Assistant Secretary.

91. Copy of Rules

- a) Every Member on admission is entitled to request from the Secretary, free of charge, a copy of these rules.
- b) The Secretary will promptly provide to a Member requesting a copy of the rules, other than as provided for by sub-rule (a), a copy of the rules on the payment of the fee prescribed by the Act, provided that the Secretary may determine that no fee be charged.
- c) The Secretary may, in the Secretary's discretion, and where the Member has access to the internet, in relation to a request made pursuant to sub-rules (a) or (b) provide a Member:
 - i) with an electronic copy of the rules; or
 - ii) provide access for the Member concerned to a Members' only part of the QNU Website where a current version of these rules are maintained.
- d) Where these rules are provided pursuant to sub-rule (c):
 - i) the Secretary does not have to provide a printed copy of these rules to the Member; and
 - ii) these rules or access to these rules will be provided at no cost to the Member.

92. Disputes

- a) All applications, notifications or references to the Queensland Industrial Relations Commission, the courts or other appropriate tribunals will be lodged by the:
 - i) Secretary; or
 - ii) Assistant Secretary where the Assistant Secretary has the delegation of the Secretary.

93. Members' Grievances

- a) Any Member having a grievance with the actions and/or determinations of:
 - i) the officers of the QNU; or
 - ii) a member of the QNU,may notify the Executive.

- b) The Executive:
 - i) may require the Member lodging the grievance, or the officer or member the subject of the grievance, to furnish evidence of the matters related to the grievance; and
 - ii) will make inquiry into the grievance as it determines appropriate; and
 - iii) will, within 60 days of receiving a grievance, determine the grievance.
- c) The Executive's determination, pursuant to sub-rule (b) will be final.
- d) The Executive may, but is not obliged to, give reasons when determining grievances pursuant to this rule.
- e) This rule applies to any person who claims through a member.

94. Misconduct of Members

- a) Charges by Members
 - i) A Member may charge any other member with:
 - A) tampering with, falsifying or otherwise wilfully misusing membership cards, or any books or documents of the QNU;
 - B) contrary to these rules obtaining or keeping the possession of any books, papers or other documents or property belonging to the QNU;
 - C) knowingly failing to observe these rules;
 - D) knowingly failing to observe any resolution of the Council or the Executive binding upon them;
 - E) grossly misbehaving;
 - F) misappropriating the funds of the QNU;
 - G) substantially breaching these rules;
 - H) obstructing the Council, the Executive, an officer or an employee, agent or any other lawful representative of the QNU in any way in the performance of any of the functions of the QNU;
 - I) giving false or misleading information to the Council, the Executive, an officer or an employee, agent or other lawful representative of the QNU on any matter;
 - J) obstructing an officer of the QNU in the course of the officer's duties;
 - K) obstructing an employee of the QNU in the course of the employee's duties;
 - L) wrongfully holding themselves out as occupying an office or position in the QNU, or as being entitled to represent the QNU in any capacity provided that it will be a defence to this charge that the member honestly believed on reasonable grounds that they were entitled to act in that office or position;
 - M) aiding or encouraging a member to breach these rules;
 - N) encouraging a member to resign from the QNU;
 - O) knowingly encouraging a member to join an association, organisation or corporation which is in competition with the QNU;
 - P) making false allegation against the QNU, an Officer, an employee, agent or other lawful representative of the QNU or a Member;
 - Q) knowingly conducted themselves in a way that brought the QNU, an officer or a member of the QNU into disrepute;
 - R) wrongfully causing injury to the reputation of the QNU, an officer, an employee, agent or other lawful representative of the QNU or a Member;

- S) making false allegation against the QNU, an officer, an employee, agent or other lawful representative of the QNU or a Member;
 - T) knowingly conducting themselves in a way that brought the QNU, an officer, an employee, agent or other lawful representative of the QNU or a Member into disrepute;
 - U) after having been reasonably requested to assist, failing to assist the Council, the Executive, an officer, an employee, agent or any other lawful representative of the QNU in any way in the performance of any of the functions of the QNU;
 - V) after having been reasonably requested to assist, failing to assist an officer or employee of the QNU in the course of the officer's or employee's duties;
 - W) refusing to comply with the directions of the Council to show cause to a meeting of the Council why the member (refusing to comply) should not be suspended from membership or expelled from the QNU; and/or
 - X) lending or selling to some other person their membership card or other document used to identify a person as a Member.
- b) Processing of Charges
- i) Any charge will be made in writing to the Secretary, or if in relation to the Secretary then the Assistant Secretary, and will be accompanied by a bond in the sum of \$250.00, or other amount as the Council determines, which, subject to this rule, will be refundable (for this rule the "Bond").
 - ii) The Secretary may, and will if directed by the Executive, summon the member charged before the Executive.
 - iii) The summons will be in writing and will set out the time and place of the hearing, the name of the person making the charge and the particulars of the charge.
 - iv) If the member charged requests it, the member will be supplied with any further particulars as are necessary to indicate the precise matters with which the member is charged.
 - v) The member charged will, having regard to all the circumstances, be given reasonable notice, in writing, of the hearing and so as to permit the member to be in attendance at the meeting at which the Executive will consider the charge.
 - vi) If required to attend at a place more than 80 kilometres from the member's address, the member will, if the member requests it, be given their return fare (by suitable means of transport) so as to permit the member to be in attendance at the meeting at which the Executive will consider the charge.
 - vii) At the appointed time and place, or any time and place to which the meeting is adjourned or postponed and of which the member charged is notified, the charge may be heard whether or not the person charged is present, provided that if the member charged provides an explanation satisfactory to the Executive for their absence, then the Executive will adjourn the hearing of the matter to another time and/or place.
 - viii) The Executive may, despite any other part of this sub-rule, determine to conduct the hearing by telephone and/or videolink, where the Executive considers it appropriate to do so.
 - ix) If the member charged attends, the member will be informed of the substance and source of any information adverse to them on which the Executive relies.
 - x) At any hearing of the charges, including the hearing of matters relating to penalty, the member will be given a reasonable opportunity to defend themselves and may, if the member determines to do so, provide written submissions to the Executive.
 - xi) A member may, at the hearing of charges, be represented by another Member, but by no other person.
- c) Power to Hear Charges
- i) The Executive has power to hear and determine charges under this rule.

- ii) In the hearing of the charges the Secretary will be the prosecutor.
- iii) The Executive will determine whether the Executive will:
 - A) hear evidence from any persons, whether members or not; and/or
 - B) receive any other material relevant to the charge,
 and may make this determination in advance of the hearing of the charges on the written application of the person acting as prosecutor or the member charged.
- iv) Subject to this rule the Executive can determine how it will proceed to determine a charge.
- d) Finding of the Executive
 - i) If the Executive finds the member liable, it may do one or more of the following:
 - A) impose no penalty;
 - B) fine the member any sum not exceeding \$1,000.00;
 - C) remove the member to the suspension list, provided that a member may only remain on the suspension list for a period of 12 months, at which time they must either be reinstated to membership or have the circumstances of their suspension reviewed by the Executive for the purposes of continuing the suspension for further periods of 12 months or reinstatement to membership; or
 - D) expel the member from the QNU.
 - ii) If the Executive finds the member liable then the Bond will be repaid to the Member who brought the charges.
 - iii) The Executive will provide the member concerned with the determination in writing.
- e) Suspension List
 - i) A member who is removed to the suspension list, in accordance with this rule is, whilst on the suspension list:
 - A) not entitled to exercise any of the privileges of membership; and
 - B) liable for the payment of Subscription Fees, levies and fines.
- f) Grounds for Removal from Office
 - i) Provided that the provisions of this rule do not provide for, or enable, the dismissal from office of a person elected to an office within the QNU unless the officer has been found guilty, pursuant to rule 96.
- g) Frivolous Charges
 - i) If upon investigation the charge is found to be frivolous the Bond will be forfeited to the QNU.
- h) Payment of Fines
 - i) Where a member is fined in accordance with this rule, the member is required to pay the fine within 10 days of having been notified, in writing, of the imposition of the fine.
- i) In the event that it is the Secretary that is charged, the Assistant Secretary will act in the Secretary's place for the purposes of this rule.

95. Appeals from the Determination of the Executive

- a) An appeal will lie at the instance of the member charged from any determination under rule 94 from the Executive to the Council (for this rule the "Determination").
- b) Notice of appeal must be given, by the member concerned, in writing within 10 days of the Determination being communicated to the member charged and must set out:
 - i) all the matters that the member seeks to be considered by way of appeal including penalty; and

- ii) any grounds for the appeal.
- c) The notice of appeal will be given to the Secretary.
- d) The appeal will be dealt with at a special meeting of the Council to be held within 60 days.
- e) The member appealing (“the Appellant”) will be given 20 days’ written notice of the hearing.
- f) The Appellant may attend the meeting at which the Council considers the appeal.
- g) At the appointed time and place, or any time and place to which the meeting is adjourned or postponed and of which the Appellant is notified, the appeal may be heard whether or not the Appellant is present.
- h) The Council may, despite any other part of this rule, determine to conduct the hearing of the appeal by telephone and/or videolink, where the Council considers it appropriate to do so.
- i) At an appeal, including an appeal relating to penalty, the Appellant, if present, will be given a reasonable opportunity to be heard.
- j) The Appellant may provide written submissions to the Council.
- k) A member may, at an appeal, be represented by another Member, but by no other person.
- l) In the event that it is the Secretary that is charged, the Assistant Secretary will act in the Secretary’s place for the purposes of this rule.
- m) The determination of the Council will be final.

96. Removal of Officers

- a) An officer of the QNU may be removed from office where:
 - i) that officer has been found guilty under the rules of the QNU, of:
 - A) misappropriation of funds of the QNU;
 - B) a substantial breach of the rules of the QNU; or
 - C) gross misbehaviour or gross neglect of duty; or
 - ii) where that officer has ceased, under the rules of the QNU to be eligible to hold that office.
- b) Any Member may charge an officer of the QNU with any of the offences referred to in sub-part (a)(i) or make the allegations referred to in sub-part (a)(ii).
- c) The Member making a charge or allegation will provide the Secretary with written particulars of the matters charged or alleged.
- d) The Secretary will inform the officer charged of the charges, and of the particulars of the matters, by notice in writing by certified mail, or by any other means as may be agreed to by the officer, in sufficient time to enable the officer to be in a position to respond to the allegation.
- e) The charge will be promptly heard, and determined, by the Council.
- f) The provisions of rule 94 relating to procedure will apply to the hearing of any charge or allegation in accordance with this rule.
- g) When dealing with any charge the Council will take reasonable steps to ensure that the charge or allegations are dealt with fairly and that a reasonable opportunity is provided to the officer concerned to present their defence or response to the charge or allegation.
- h) The determination of whether an officer is liable in relation to the matters charged or has ceased, under the rules of the QNU, to be eligible to hold the office concerned, will be made by resolution passed by a majority of the members of the Council at the special meeting.
- i) The Council, where it finds an officer guilty of a charge made in accordance with this rule, may determine to:
 - i) censure the officer concerned;
 - ii) suspend that officer from that office for a period not exceeding 60 days; or

- iii) remove the officer from office.
- j) In the event that it is the Secretary that is charged, the Assistant Secretary will act in the Secretary's place for the purposes of this rule.
- k) No appeal lies from a determination of the Council.

97. Loans, Grants and Donations

- a) A loan, grant or donation of an amount exceeding \$1,000 will not be made by the QNU unless the Council:
 - i) has approved the making of the loan, grant or donation; and
 - ii) has satisfied itself:
 - A) that the payment is not otherwise prohibited by these rules; and
 - B) in relation to a loan - that, in the circumstances, the security to be provided is sufficient and the proposed arrangements to repay the loan are satisfactory.
- b) Notwithstanding sub-rule (a), a financial hardship payment of not more than \$3,000 may be made by the Secretary to a member on condition that if the Council, at its next meeting, does not approve the payment, it must be repaid as determined by the Council.
- c) The Council may make an administrative regulation to provide for the making of donations.

98. Indemnity and Insurance

- a) The QNU will be responsible for the authorised acts of its officers and employees and the QNU will indemnify its officers and employees in respect of payments made and liabilities incurred by them, if the acts, payments or liabilities performed, made or incurred by an officer or employee, as the case may be, was:
 - i) within the scope of the officer's, or employee's, authority;
 - ii) in the ordinary and proper conduct of the QNU's business;
 - iii) in the honest and reasonable discharge of the officer's, or employee's, office or employment; and
 - iv) in good faith.
- b) The QNU will, subject to the provisions contained in sub-rule (a), indemnify any of the persons mentioned in sub-rule (a) against liability for any loss or damage though the loss or damage may have occurred by reason of negligence, a reasonable mistake, error, oversight or omission on the part of the person concerned.
- c) To the extent permitted by the Act, the QNU may insure or pay any premiums on a policy of insurance for officers or employees against any liability that the QNU indemnifies an officer or employee for in accordance with this rule.
- d) An officer of the QNU may vote in favour of a resolution that the QNU grant an indemnity pursuant to sub-rule (a), take insurance or pay the premiums on an insurance policy pursuant to sub-rule (c), even though the officer has a direct and material interest in the outcome of the resolution.
- e) The indemnity provided by this rule extends only to the acts or conduct of an officer or employee of the QNU that occurs in respect of the QNU and does not extend to acts or conduct that occurs in respect of the Federation.
- f) Nothing in this rule prevents the Council from indemnifying persons who are not the subject of this rule.

99. Inspection of QNU Records

- a) A Member may inspect the records of the QNU in accordance with the provisions of the Act.

100. Administrative Regulations

- a) The Council may create administrative regulations for the administration of the QNU.
- b) Administrative regulations may be amended by the Council by ordinary resolution and rule 101 does not apply to amendment of the administrative regulations.

101. Amendment to Rules

- a) These rules may be amended by a simple majority of the Council provided that the Council has been given 5 days' notice of the proposed amendments.
- b) Despite sub-rule (a) and any other rule the Secretary may conduct a ballot of members of the Council in relation to any proposal to amend these rules by means of courier, post, facsimile transfer, E-mail or by other means of print communication, provided that:
 - i) in the ballot a ½ of the members of the Council plus 1, exercising a majority of the votes entitled to be cast and voting, constitutes a quorum; and
 - ii) the Secretary will determine a time limit in which the ballots must be received.

102. Notice of Meetings

- a) Notice of:
 - i) General Meetings may be given by:
 - A) public notice in a newspaper circulating throughout the State;
 - B) email;
 - C) in a QNU Publication;
 - D) post; and/or
 - E) by being placed on the QNU Website;
 - ii) Council Meetings may be given by:
 - A) courier;
 - B) post;
 - C) facsimile;
 - D) email; and/or
 - E) SMS;
 - iii) Executive Meetings may be given by:
 - A) courier;
 - B) post;
 - C) facsimile;
 - D) email;
 - E) SMS; and/or
 - F) orally.

103. Standing Orders

- a) The standing orders will be adhered to as far as practicable at all meetings of the Council, the Executive and Local Branches.
- b) The standing orders for the Annual Conference are provided in sub-rule (g).

- c) The standing orders for General Meetings are provided in sub-rule (i).
- d) The standing order for meetings, other than special meetings, is:
 - i) attendance and apologies;
 - ii) minutes will be presented for confirmation, but no discussion will be allowed except as to their accuracy as a record of the proceedings;
 - iii) business arising out of minutes;
 - iv) business as notified;
 - v) correspondence;
 - vi) financial statements and accounts;
 - vii) reports;
 - viii) general business on notice.
- e) Subject to this rule, the suspension of standing orders requires a 2/3 majority to be passed.
- f) The standing order for special meetings, which cannot be suspended, is:
 - i) attendance and apologies;
 - ii) business as notified.
- g) The order of business at the Annual Conferences is:
 - i) formal opening;
 - ii) Delegates' credentials;
 - iii) calling for nominations for committees;
 - iv) presentation and consideration of the Secretary's report;
 - v) notices of motion of which 40 days' notice has been given to the Secretary by a Local Branch;
 - vi) consideration of proposals submitted by the Council and/or the Executive of which at least 20 days' notice has been given to the Local Branches;
 - vii) announcement by the President of the result of the ballot for conference committees;
 - viii) closing of conference.
- h) Despite sub-rule (e) the standing orders for the Annual Conference may be suspended, for up to 1 hour, by a majority vote of Delegates present.
- i) The standing order for General Meetings, which cannot be suspended, will be:
 - i) attendance and apologies;
 - ii) business as notified.
- j) A notice of motion will be dealt with in the order in which it stands in the agenda, in relation to other similar notices, provided that a motion to suspend the standing orders will be dealt with prior to the agenda item of concern being dealt with.
- k) No notice of motion entered on the notice paper will be proceeded with unless the person who has given such notice is present when the business is called in its order.
- l) No notice of motion will proceed unless it is seconded.
- m) Notices of motion not proceeded with will be struck out.
- n) Any person engaging in misconduct during a meeting or obstructing the business of the meeting will be called to order by the chair and if, after being called to order, the person persists in the misconduct or obstruction or otherwise refuses or fails to comply with the chair's direction, that person may be excluded from taking any further part in the business of the meeting and may be physically expelled from the meeting.

104. Rules of Debate

- a) No discussion will be allowed except on a motion or amendment, duly proposed and seconded.
- b) A call for a seconder will only be put twice at which time if the motion or amendment has not been seconded it will lapse.
- c) Any Member desiring to propose a motion or amendment or to discuss any matter under consideration must address the chair.
- d) No Member will address the meeting unless, and until, called upon by the chair.
- e) When the chair speaks during a meeting the Member then speaking, or offering to speak, will cease so that the chair may be heard without interruption.
- f) The chair will call to order any speaker who departs from the question or who violates the courtesies or rules of debate.
- g) If the chair determines to participate in a debate at any meeting then the chair will vacate the chair whilst participating, which will be taken by the person who acts, in accordance with these rules, in the absence of the chair.
- h) All motions will be determined in the following manner:
 - i) the mover of the motion will have 5 minutes at the time of moving the motion to present argument in support of the motion and 3 minutes to reply, where the reply is limited to the answering of arguments advanced against the motion;
 - ii) the seconder of a motion and all other speakers will be limited to 3 minutes;
 - iii) the meeting, on motion without debate, may extend the time of any speaker but an extension of time must not exceed 3 minutes and the meeting may agree to further extensions on the same basis;
 - iv) the chair will call attention to the time of all speakers 1 minute before their time expires and motions for extensions may be made when the chair so calls, but not later;
 - v) after the motion has been moved and seconded, no more than 2 Members will speak in succession on one side, either for or against any question before the meeting and if at the conclusion of the second speaker's remarks no Member rises to speak on the other side, the motion or amendment will at once be put to the meeting, subject to sub-part (i) of this sub-rule.
- i) All votes at meetings will be subject to the following:
 - i) the chair will read the motion and determine the question on the voices, provided that the chair may call for a show of hands;
 - ii) every question submitted to a meeting will be determined by a show of hands, unless a poll is demanded by 5 Members;
 - iii) the chair will then declare the motion carried or lost.
- j) In the event of a motion being carried or lost by a narrow majority, any 3 Members may demand a division and on a division being called for, those in favour will go to the side of the room on the chair's right and those against to the chair's left and the number on each side will be counted and the number of voters, for and against, will be recorded in the minutes.
- k) At any time during debate on any motion it will be competent for any Member who has not spoken to the motion to move an amendment, which will be subject to the following:
 - i) all amendments must be seconded;
 - ii) motions may be amended by adding words, by deleting words, or by deleting words and inserting others in their place;
 - iii) the effect of any proposed amendment cannot be to establish a direct negative to the question contained in the motion;
 - iv) only one amendment will be received at a time and that amendment must be disposed of before any further amendment may be considered or moved;

- v) all amendments will be put before the original motion;
 - vi) the mover of an amendment will not have a right of reply;
 - vii) should an amendment be carried, it becomes the substantive motion and thereon a further amendment may be proposed, however, if no further amendment is proposed, the amendment which has become the substantive motion, will be put without further debate subject to sub-part (v) of sub-rule (h).
- l) Where a motion is considered by a meeting without any amendments being proposed no Member except for the mover of the motion will speak more than once on the motion, unless by way of personal explanation or with the consent of the meeting.
 - m) Where an amendment is proposed a Member may speak for or against the proposed amendment.
 - n) Any Member who considers they have been misrepresented by a speaker may, with the indulgence of the chair, interrupt the speaker to correct the misrepresentation, but the Member interrupting must not enter into argument.
 - o) It will be competent at any time during a debate for a Member who has not spoken to a motion under consideration to rise and move "That the question be now put" but no discussion will be allowed and if this motion is seconded and carried, the chair will immediately call upon the Member (if any) who may have the right of reply, and then, immediately following the reply, the chair will put the motion which will include the amendments (if any) that have been moved and accepted.
 - p) No motion upon any other subject will be submitted until the one before the chair is disposed of in accordance with this rule.
 - q) Should any question have occupied the attention of the meeting for 20 minutes, the discussion on such question will be closed and the chair will then call on the mover to reply, unless the meeting determines by resolution to continue the discussion of the matter in question.
 - r) A motion may be dealt with by:
 - i) adoption as moved;
 - ii) rejection as moved;
 - iii) adoption after amendment of the subject matter.
 - s) Any of the following motions, will be in order despite a motion (or motion with amendments) being before the meeting:
 - i) "The Order of the Day", i.e., that the next business in order be now taken;
 - ii) postponement of the question, either to a definite time or a time to be fixed;
 - iii) reference to a committee;
 - iv) adjournment:
 - A) of the debate;
 - B) of the meeting.
 - t) A motion for adjournment:
 - i) may be moved and seconded at any time during the meeting;
 - ii) may be debated, provided that not more than 4 speakers be allowed both for and against the motion, inclusive of the mover and seconder;
 - iii) provides no right of reply for the mover of the motion;
 - iv) will be successful if carried by a majority of Members present.
 - u) A second motion for adjournment will not be moved until the subject under discussion at the time of the first motion for adjournment has been disposed of.
 - v) Questions of order will be determined by the chair, whose ruling will be final unless challenged by a formal motion submitted to the meeting.

- w) Any Member may rise to a point of order when the member considers the rules of debate to have been violated provided that the member must submit the “point of order” to the chair, who will decide the question as prescribed in sub-rule (v).
- x) Upon the point of order being raised, the member addressing the meeting at the time will take their seat and will remain seated until the point of order has been determined.
- y) A ruling given by the chair on any question may be subject to a motion of dissent calling the meeting to disagree with the ruling.
- z) On the motion of dissent becoming seconded, the chair will vacate the chair which will be taken by the person who acts, in accordance with these rules, in the absence of the chair.
- aa) No motion of dissent from the chair’s ruling will be permitted unless it is made before any other business has been proceeded to.
- ab) The procedure to determine a motion of dissent will be as follows:
 - i) the Member moving the motion of dissent will be given 5 minutes to support the motion;
 - ii) the chair will be given 5 minutes to defend their ruling;
 - iii) the acting chair will then put the question and on the question being determined the chair will resume the chair.
- ac) A report of a Committee officially presented will be received without motion, but the adoption of such report either absolutely, or by clauses, will be moved and seconded.
- ad) It will be competent for any Member to move the reconsideration of a resolution that has been passed by a meeting, provided that the Member will have given notice at a previous meeting.
- ae) It will be competent for any Member to propose that any subject will be considered in a committee of the whole meeting.
- af) The vote on such proposition when seconded will then be taken without discussion.

105. Returning Officer

- a) The Council at its meeting immediately following the elections held pursuant to sub-rule 46(a), will appoint a returning officer.
- b) The returning officer must not be:
 - i) an employee;
 - ii) a member; or
 - iii) an officer,
of the QNU.
- c) In the event of a returning officer being unable to discharge the duties required the Council will terminate the appointment, and appoint a replacement.
- d) The Council may appoint, from time to time and for such period of time as is required, 1 or more assistant returning officers to assist the returning officer in the performance of the returning officer’s obligations pursuant to these rules.
- e) Assistant returning officer/s must not be:
 - i) an employee;
 - ii) a member; or
 - iii) an officer,
of the QNU.
- f) The returning officer will be responsible for the conduct of all ballots except where an election for office must be conducted by the Electoral Commission Queensland.

106. Dissolution

- a) The QNU may only be dissolved with the consent of 3/4 of the Members, following the resolution of a General Meeting calling for dissolution.
- b) Voting for the resolution dissolving the QNU will be by secret postal ballot of the Members entitled to vote and such ballot will be conducted by a returning officer appointed for that purpose.
- c) The instrument of dissolution will provide for the:
 - i) liabilities and assets in detail;
 - ii) number of Members and the nature of their respective interests;
 - iii) claims of creditors (if any) and the provision to be made for their payment;
 - iv) intended appropriation or division of the funds and property;
 - v) date of dissolution.
- d) The assets of the QNU and any funds remaining to the credit of the QNU after all liabilities have been discharged are to be realised and distributed equally among the Members at the time of dissolution.

107. Transitional Rule

- a) For the purposes of this rule:
 - i) "Commencement Date" means the day on which the Registrar approves the rules amended by application RIO/2012/39;
 - ii) "Former Rules" means the rules of the QNU as they were on the day immediately preceding the Commencement Date.
- b) The provisions of this rule will apply notwithstanding any other provisions of rules 1 to 106 of these rules.
- c) For the purposes of sub-rule 46(b) there will be 22 Councillors to be elected at the Quadrennial Elections to be held in 2012.
- d) Following the Commencement Date Quadrennial Elections are to be held in 2012.
- e) Following the Commencement Date Biennial Elections are to be held in 2013.
- f) On the Commencement Date the Local Branches of the QNU are:
 - Atherton District Hospital;
 - Australian Red Cross Blood Service – QLD;
 - Ayr Hospital;
 - Baillie Henderson Hospital;
 - Baptist Care Qld Industry;
 - Bayside Primary and Community Health Nurses & Midwives Branch;
 - Biggenden Hospital;
 - Blue Care Toowoomba;
 - Bluecare Southport;
 - Boonah District;
 - Bowen;
 - Brisbane South Community Nurses;
 - Bundaberg Aged Care;
 - Bundaberg Hospital;
 - Bundaberg Mater;
 - Cairns Hospital;
 - Caloundra Combined Branch;
 - Cape York;
 - Carrara Health Centre;
 - Casuarina Lodge;

Charleville District;
Charters Towers Hospital & Community Health;
Charters Towers Integrated Mental Health;
Chermside Branch;
Clermont Multipurpose Health Service;
Cloncurry Hospital;
Community Child Health Nurses;
Community Health, Townsville;
Cooktown;
Currumbin Clinic;
Dalby Health Service;
Darling Downs Central and South West DONs;
Doomadgee/Burketown Health Centre;
Emerald Community Health and Child Health;
Emerald District;
Eventide Charters Towers;
Eventide Sandgate;
Gladstone District;
Gold Coast Integrated Mental Health Branch;
Gold Coast Community Health Nurses;
Gold Coast Hospital;
Good Shepherd Nursing Home Townsville;
Greenslopes Private Hospital;
Gympie Community Nurses;
Hervey Bay;
Holy Spirit Northside;
Home Hill Hospital;
Ingham;
Innisfail Hospital;
Ipswich Hospice;
Ipswich Hospital Nurses & Midwives;
Jacana Centre – Brighton;
Jandowae;
John Flynn Hospital;
Laidley Aged Care Services;
Laidley Hospital Community Health Services;
Logan District Integrated Mental Health;
Logan Hospital Nurses & Midwives;
Lourdes Home Toowoomba;
Mackay Community Health;
Mackay Hospital;
Mareeba District Hospital;
Maryborough;
Maryborough Offender Health Services;
Masonic Care North Queensland (Townsville);
Mater Central Queensland;
Mater Hospitals Brisbane;
Mater Private South Brisbane;
Metro North Primary and Community Nurses;
Miles District;
Moranbah;
Moreton Bay Nursing Care Unit;
Mossman Branch;
Mount Lofty Heights Nursing Home Branch;
Mt Isa Hospital;

Mt Olivet Hospital;
Nambour Hospital Branch;
Nambour Hospital District Mental Health;
Nowlanvil Aged Care;
Oakey Hospital Community Health Services;
Offender Health Services;
Oz Care New Farm (Palm Lodge);
Ozcare Caloundra Caroline Chishollm;
Parklands Residential Aged Care Facility;
Pindara Private Hospital;
Princess Alexandra Hospital;
Princess Alexandra Hospital Integrated Mental Health;
Proserpine Hospital/Whitsunday Community Health;
Proserpine Nursing Home Branch;
QE11 Jubilee Hospital;
Qld Health Contact Centre;
Redcliffe Hospital;
Redcliffe/Caboolture Mental Health;
Redland Hospital Nurses & Midwives Branch;
Richmond Hospital;
Rockhampton Hospital;
Rockhampton Mental Health;
Roma District;
Royal Brisbane Hospital;
Royal Childrens Hospital;
Royal Womens Hospital;
RSL Care Tantula Rise;
Salvin Park;
Sarina Hospital and Primary Health Care Centre;
South Burnett North;
South Burnett South;
Spiritus Community Nurses Branch;
St George District;
St Martins/Symes Grove Aged Care Facility;
St Paul de Chartres;
St Vincents , Toowoomba;
Statewide Public Health Unit and Communicable Diseases;
Sunnybank Private Hospital;
Tablelands Community Health;
The Park Mental Health Nurses Branch;
ThePrince Charles Hospital;
The Townsville Hospital Womens and Childrens Branch;
Toowoomba Base Hospital;
Torres Strait & Northern Peninsula;
Townsville Integrated Mental Health;
Townsville Community Care Unit/Acquired Brain Injury Branch;
Townsville Hospital;
Warwick Health Services Branch;
Wesley Park Haven Hospital;
Wesley Private;
Wide Bay Integrated Mental Health Service;
Winton District;
Wongaburra;
Yaralla Place.

- g)
- i) On the Commencement Date there will be no Regions of the QNU.
 - ii) The Council will prior to the opening of nominations in the Biennial Election to occur in 2015 determine the Regions of the QNU and assign, in accordance with these rules, members to those Regions.

h) On the Commencement Date the:

- i) Executive is comprised of:

SECRETARY:	Elizabeth (Beth) Mohle
ASSISTANT SECRETARY:	Des Elder
PRESIDENT:	Sally-Anne Jones
VICE PRESIDENT:	Stephen Bone
EXECUTIVE MEMBERS:	Julie Gard Sue Pitman Katy Taggart Kym Volp

- ii) Council is comprised of:

SECRETARY:	Elizabeth (Beth) Mohle
ASSISTANT SECRETARY:	Des Elder
PRESIDENT:	Sally-Anne Jones
VICE PRESIDENT:	Stephen Bone
EXECUTIVE MEMBERS:	Julie Gard; Sue Pitman; Katy Taggart; Kym Volp.
COUNCILLORS:	Judith Clancy; Christine Cocks; Barbara Cook; Dianne Corbett; Lesley Douglass; Phillip Jackson; Damien Lawson; Lucynda Maskell; Judy Matthews; Simon Mitchell; Melanie Price; Karen Shepherd; Bronwyn Steer; Julie Ann Burgess; Grant Burton; Karen Cooke; Jane Evans; Deborah Watt.

- iii) The Annual Conference is comprised of:

- A) the members of the Council; and
- B) those members of the Annual Conference, other than the members provided for in Subpart (A), last elected in accordance with the Former Rules, provided that any member who has died, resigned or been removed in accordance with the Former Rules, prior to the Commencement Date and who has not been replaced in accordance with the Former Rules prior to the Commencement Date will be replaced in accordance with rule 80.

- i) Despite rule 46(f) no Delegates to the Annual Conference from Regions are to be elected until the Biennial Elections held in 2015.
- j) For the purposes of Rule 82(f) the Steering Committee for a Local Branch will, on the Commencement Date, in relation to the Local Branches set out in column A of the following table, be the members of the Committee of Management of the Sub-branch, that were elected and held positions on the day immediately preceding the Commencement Date, as set out in column B of the following table:

Column A Local Branch	Column B Sub-branch
Atherton District Hospital	Atherton District Hospital
Australian Red Cross Blood Service - QLD	Australian Red Cross Blood Service - QLD
Ayr Hospital	Ayr Hospital
Baillie Henderson Hospital	Baillie Henderson Hospital
Baptist Care Qld Industry	Baptist Care Qld Industry
Bayside Primary and Community Health Nurses & Midwives Branch	Bayside Primary and Community Health Nurses & Midwives Branch
Biggenden Hospital	Biggenden Hospital
Blue Care Toowoomba	Blue Care Toowoomba
Bluecare Southport	Bluecare Southport
Boonah District	Boonah District
Bowen	Bowen
Brisbane South Community Nurses	Brisbane South Community Nurses
Bundaberg Aged Care	Bundaberg Aged Care
Bundaberg Hospital	Bundaberg Hospital
Bundaberg Mater	Bundaberg Mater
Cairns Hospital	Cairns Hospital
Caloundra Combined Branch	Caloundra Combined Branch
Cape York	Cape York
Carrara Health Centre	Carrara Health Centre
Casuarina Lodge	Casuarina Lodge
Charleville District	Charleville District
Charters Towers Hospital & Community Health	Charters Towers Hospital & Community Health
Charters Towers Integrated Mental Health Chermshire Branch	Charters Towers Integrated Mental Health Chermshire Branch
Clermont Multipurpose Health Service	Clermont Multipurpose Health Service
Cloncurry Hospital	Cloncurry Hospital
Community Child Health Nurses	Community Child Health Nurses
Community Health, Townsville	Community Health, Townsville
Cooktown	Cooktown
Currumbin Clinic (The)	Currumbin Clinic (The)
Dalby Health Service	Dalby Health Service
Darling Downs Central and South West DONs	Darling Downs Central and South West DONs
Doomadgee/Burketown Health Centre	Doomadgee/Burketown Health Centre
Emerald Community Health and Child Health Emerald District	Emerald Community Health and Child Health Emerald District
Eventide Charters Towers	Eventide Charters Towers
Eventide Sandgate	Eventide Sandgate
Gladstone District	Gladstone District
Gold Coast Integrated Mental Health Branch	Gold Coast Integrated Mental Health Branch
Gold Coast Community Health Nurses	Gold Coast Community Health Nurses
Gold Coast Hospital	Gold Coast Hospital
Good Shepherd Nursing Home Townsville	Good Shepherd Nursing Home Townsville
Greenslopes Private Hospital	Greenslopes Private Hospital

Column A Local Branch	Column B Sub-branch
Gympie Community Nurses Hervey Bay Holy Spirit Northside Home Hill Hospital Ingham Innisfail Hospital Ipswich Hospice Ipswich Hospital Nurses & Midwives Jacana Centre - Brighton Jandowae John Flynn Hospital Laidley Aged Care Services Laidley Hospital Community Health Services Logan District Integrated Mental Health Logan Hospital Nurses & Midwives Lourdes Home Toowoomba Mackay Community Health Mackay Hospital Mareeba District Hospital Maryborough Maryborough Offender Health Services Masonic Care North Queensland (Townsville) Mater Central Queensland Mater Hospitals Brisbane Mater Private South Brisbane Metro North Primary and Community Nurses Miles District Moranbah Moreton Bay Nursing Care Unit Mossman Branch Mount Lofty Heights Nursing Home Branch Mt Isa Hospital Mt Olivet Hospital Nambour Hospital Branch Nambour Hospital District Mental Health Nowlanvil Aged Care Oakey Hospital Community Health Services Offender Health Services Oz Care New Farm (Palm Lodge) Ozcare Caloundra Caroline Chishollm Parklands Residential Aged Care Facility Pindara Private Hospital Princess Alexandra Hospital Princess Alexandra Hospital Integrated Mental Health Proserpine Hospital/Whitsunday Community Health Proserpine Nursing Home Branch QE11 Jubilee Hospital Qld Health Contact Centre Redcliffe Hospital Redcliffe/Caboolture Mental Health	Gympie Community Nurses Hervey Bay Holy Spirit Northside Home Hill Hospital Ingham Innisfail Hospital Ipswich Hospice Ipswich Hospital Nurses & Midwives Jacana Centre - Brighton Jandowae John Flynn Hospital Laidley Aged Care Services Laidley Hospital Community Health Services Logan District Integrated Mental Health Logan Hospital Nurses & Midwives Lourdes Home Toowoomba Mackay Community Health Mackay Hospital Mareeba District Hospital Maryborough Maryborough Offender Health Services Masonic Care North Queensland (Townsville) Mater Central Queensland Mater Hospitals Brisbane Mater Private South Brisbane Metro North Primary and Community Nurses Miles District Moranbah Moreton Bay Nursing Care Unit Mossman Branch Mount Lofty Heights Nursing Home Branch Mt Isa Hospital Mt Olivet Hospital Nambour Hospital Branch Nambour Hospital District Mental Health Nowlanvil Aged Care Oakey Hospital Community Health Services Offender Health Services Oz Care New Farm (Palm Lodge) Ozcare Caloundra Caroline Chishollm Parklands Residential Aged Care Facility Pindara Private Hospital Princess Alexandra Hospital Princess Alexandra Hospital Integrated Mental Health Proserpine Hospital/Whitsunday Community Health Proserpine Nursing Home Branch QE11 Jubilee Hospital Qld Health Contact Centre Redcliffe Hospital Redcliffe/Caboolture Mental Health

Column A Local Branch	Column B Sub-branch
Redland Hospital Nurses & Midwives Branch	Redland Hospital Nurses & Midwives Branch
Richmond Hospital	Richmond Hospital
Rockhampton Hospital	Rockhampton Hospital
Rockhampton Mental Health	Rockhampton Mental Health
Roma District	Roma District
Royal Brisbane Hospital	Royal Brisbane Hospital
Royal Childrens Hospital	Royal Childrens Hospital
Royal Womens Hospital	Royal Womens Hospital
RSL Care Tantula Rise	RSL Care Tantula Rise
Salvin Park	Salvin Park
Sarina Hospital and Primary Health Care Centre	Sarina Hospital and Primary Health Care Centre
South Burnett North	South Burnett North
South Burnett South	South Burnett South
Spiritus Community Nurses Branch	Spiritus Community Nurses Branch
St George District	St George District
St Martins/Symes Grove Aged Care Facility	St Martins/Symes Grove Aged Care Facility
St Paul de Chartres	St Paul de Chartres
St Vincents , Toowoomba	St Vincents , Toowoomba
Statewide Public Health Unit and Communicable Diseases	Statewide Public Health Unit and Communicable Diseases
Sunnybank Private Hospital	Sunnybank Private Hospital
Tablelands Community Health	Tablelands Community Health
The Park Mental Health Nurses Branch	The Park Mental Health Nurses Branch
ThePrince Charles Hospital	ThePrince Charles Hospital
The Townsville Hospital Womens and Childrens Branch	The Townsville Hospital Womens and Childrens Branch
Toowoomba Base Hospital	Toowoomba Base Hospital
Torres Strait & Northern Peninsula	Torres Strait & Northern Peninsula
Townsville Integrated Mental Health	Townsville Integrated Mental Health
Townsville Community Care Unit/Acquired Brain Injury Branch	Townsville Community Care Unit/Acquired Brain Injury Branch
Townsville Hospital	Townsville Hospital
Warwick Health Services Branch	Warwick Health Services Branch
Wesley Park Haven Hospital	Wesley Park Haven Hospital
Wesley Private	Wesley Private
Wide Bay Integrated Mental Health Service	Wide Bay Integrated Mental Health Service
Winton District	Winton District
Wongaburra	Wongaburra
Yaralla Place	Yaralla Place

- k) The following administrative regulations will operate on, and from, the Commencement Date:
- i) Standard Operating Procedures for Local Branches; and
 - ii) The Annual Conference Committee Regulation.
- l) On the Commencement Date the returning officer will be John Payne of Hall Payne Lawyers.

ADMINISTRATIVE REGULATIONS INDEX

Apart from i) and ii) the following administrative regulations have been approved by QNU Council since the QNU rules were adopted in April 2012. i) and ii) were adopted with the rule changes in April, 2012.

- i) Standard Operating Procedures for Local Branches
- ii) The Annual Conference Committee Regulation
- iii) To provide for an authorised person to accept membership applications (see rule 7 g) and o) and percentage of membership fee for different categories of nurses (see rule 9) – adopted June Council 2012
- iv) Filling of positions when new branches are formed or casual vacancies occur – adopted February Council 2013 – (see rule 80)
- v) Procedure for Electing Delegates and Alternate Delegates – adopted June Council 2013
- vi) Procedures for Re-adopting Duplicate Members – adopted August Council 2013
- vii) Financiality Rules for PRD, Direct Debit and Credit Card Scheme Subscription Payments – adopted August Council 2013.

ADMINISTRATIVE REGULATION – STANDARD OPERATING PROCEDURES FOR LOCAL BRANCHES

1. Definitions

- a) “Financial Institution” means a bank, building society or credit union.
- b) “Standard Operating Procedures” means these rules.

2. Interpretation

- a) Words and phrases in these Standard Operating Procedures will have the same meaning as are given to these words and phrases by the QNU rules.
- b) These Standard Operating Procedures are to be interpreted in the same way as the QNU rules.

3. Steering Committee

- a) A Local Branch will have a Steering Committee.

4. Steering Committee Membership

- a) Membership of the Steering Committee will consist of:
 - i) a chair; and
 - ii) not less than 3, or more than 11, other members, elected as Delegates or Alternate Delegates by, and from, the Members assigned to the Local Branch.
- b) A member of the Steering Committee who is no longer a Member assigned to the Local Branch ceases to be a member of the Steering Committee.
- c) Each meeting of the Steering Committee will appoint from the members of the Steering Committee a minute secretary.

5. Purpose

- a) The Steering Committee will, in accordance with the QNU rules and Policy as far as is practicable:
 - i) provide assistance to the officers and employees of the QNU;
 - ii) articulate issues affecting the Members who are assigned to Local Branches;
 - iii) develop proposals for policy to be considered by the Annual Conference; and
 - iv) as appropriate intercede in consultation with the QNU, on behalf of Members assigned to a Local Branch, with management of the health facility.
- b) The Steering Committee will when requested by the Secretary submit a report of matters relating to the Members assigned to the Local Branch.

6. Steering Committee Meetings

- a) The Steering Committee will meet at least once per year and on other occasions as its members may determine.
- b) The chair will upon the request of any 2 members of the Steering Committee call a meeting of the Steering Committee.
- c) The chair, when calling members to a meeting of the Steering Committee, will give at least 24 hours notice by such means as are practicable.
- d) Where the chair considers that a matter requires urgent attention, the Steering Committee will call a meeting of the Steering Committee, and will give notice of the meeting, and by means, as is practicable in the circumstances.
- e) Meetings of the Steering Committee may be held at 2 or more venues using any technology that gives the members of the Steering Committee as a whole a reasonable opportunity to participate.
- f) At any meeting of the Steering Committee a majority of the total membership of the Steering Committee constitutes a quorum.
- g) If at any meeting of the Steering Committee no quorum is present 10 minutes after the time fixed for the commencement of the meeting, it lapses.
- h) At meetings of the Steering Committee each member of the Steering Committee, including the chair, has 1 vote.
- i) Voting will be by show of hands.
- j) Determinations will be by simple majority of the votes cast by those present.
- k) The minutes of Steering Committee meetings will be prepared by the minute secretary for the meeting who will provide a copy of the minutes to the chair.
- l) A copy of the minutes of Steering Committee meetings will be available for inspection, on request in writing to the chair, by Members assigned to the Local Branch.

7. Meetings Of Members

- a) A Local Branch will meet each quarter at a time determined by the Members assigned to the Local Branch, and the Steering Committee will give 5 days notice of the meeting by the means that are practicable.
- b) The Steering Committee may determine to hold a meeting of the Members assigned to the Local Branch, by giving 5 days notice of the meeting by the means that are practicable.
- c) A Member of the Local Branch is, where a meeting is to be held, entitled to submit a matter for consideration by the meeting, and it will be included in the business of the agenda.
- d) On the written request of not less than 33% of the Members assigned to the Local Branch addressed to the chair, the chair will:

- i) call a meeting of the Members assigned to the Local Branch to occur within 10 days of the receipt of the request; and
 - ii) promptly advise the Secretary of the meeting.
- e) Members assigned to the Local Branch will be given at least 5 days notice of the meeting by means that are practicable.
 - f) The quorum for a meeting will be five (5) Members entitled to attend.
 - g) A determination of a meeting is not binding.

8. Auditor

- a) Where an audit is required to be conducted in relation to a Local Branch, the auditor of the QNU will be the Auditor.

9. Funds And Property

- a) All monies under the custody and control of a Local Branch which are not required for immediate use are to be deposited in a financial institution.
- b) Accounts are to be in the following name:
 - “[QNU] [insert name of Local Branch] Local Branch Account”
- c) Property under the control of the Local Branch may be held in any form convenient for the Local Branch.
- d) Any property or funds held by a member of the Steering Committee or a member assigned to the Local Branch whether expressed, to be in the name of the Local Branch or not, will be held on trust by that person for, and on behalf of, the Members assigned to the Local Branch.
- e) Any member of a Steering Committee and/or any member assigned to a Local Branch holding property irrevocably appoints the Secretary to act as their agent in all transfers and dealings.
- f) Members of the Steering Committee or members of the Local Branch must account for property and funds in accordance with these Standard Operating Procedures.
- g) Any member of the Steering Committee or a member of the Local Branch who holds any property or monies on behalf of a Local Branch and who has a demand made to them by the Secretary to deliver up that property or those monies, must promptly do so.
- h) Together with any 1 other member of the Steering Committee, the chair may make payments from funds held by a Local Branch, but may only do so when authorised by the Steering Committee.
- i) The funds of the Local Branch may only be used for purposes associated with the Local Branch and which further the objects.

10. Standing Orders

- a) The Steering Committee will, with the necessary changes being made, comply with the standing orders.

11. Rules of Debate

- a) The Steering Committee will conduct meetings and business with a minimum of form but be subject to the rules of debate.

ADMINISTRATIVE REGULATION – ANNUAL CONFERENCE COMMITTEE

1. Annual Conference Policy Committee

- a) For the purposes of this rule:
 - i) “in person” means by physical attendance in person and not by means of a telecommunications device;
 - ii) “Committee” means the Annual Conference QNU Policy Committee.
- b) Annual Conference will elect a committee, comprised of 18 Delegates by and from the Delegates on the last day of the Annual Conference.
- c) The Committee will be titled the Annual Conference QNU Policy Committee.
- d) The Committee members will vacate their positions at the Annual Conference next following but will be eligible, if they are Delegates, to nominate for election.
- e) Nominations will be called on the first day of the Annual Conference.
- f) The role of the Committee will be to review, and/or develop proposals on existing policies and refer those proposals to the:
 - i) Council; or
 - ii) Annual Conference.
- g) The Committee upon election, and as soon as practicable is to meet and establish its meeting dates for the period up to the next Annual Conference.
- h) The Committee must meet at least twice each year for:
 - i) a full day meeting to be held in person; and
 - ii) 5 teleconferences.
- i) The first meeting will be held by teleconference as soon as practicable after the Annual Conference, but no later than 2 months following the Annual Conference.
- j) The second meeting in person will be held in Brisbane no later than 3 months before the Annual Conference.
- k) The QNU will provide the support of 1 Industrial Officer and 1 Professional Officer to act as convenors, and the Committee will elect 1 of its members as a chairperson.
- l) Proposals for the agenda must be submitted to the Secretary 3 weeks prior to the meetings for distribution to the Committee.
- m) The Secretary and President, or their Delegate, will be ex officio members of the Committee.

ADMINISTRATIVE REGULATIONS (ARISING FROM RULES REVIEWS)

ADMINISTRATIVE REGULATION – MEMBERSHIP MATTERS

8 JUNE 2012 COUNCIL MEETING

- a) That the Queensland Nurses' Union of Employees make an administrative regulation to provide for an authorised person to accept membership applications as per rule 7 g) and o). The administrative regulation is to make Membership Section staff the authorised people to receive membership forms at Queensland Nurses' Union thus making membership commence once an application is received by the staff in the Membership Section.
- b) That QNU Council notes the 100% membership fee for the period July 2012 – June 2013 in accordance with the below table:

Category	New rate Adjusted (\$)	% of the fees paid by RN FT
RN - FT	550.40	100.00%
RN - PT	407.60	74.06%
RN - PT RED	207.10	37.63%
EN - FT	437.50	79.49%
EN - PT	328.20	59.63%
EN - PT RED	168.80	30.67%
AIN - FT	375.80	68.28%
AIN - PT	281.90	51.22%
AIN - PT RED	147.40	26.78%
AIN TRAINEE	134.50	24.44%
AIN - FT STUDENTS WORKING < 16 HOURS/WEEK	134.50	24.44%
PASSIVE	95.50	17.35%
PI ONLY	134.50	24.44%
UNI STUDENT	48.10	8.74%

ADMINISTRATIVE REGULATION – NEW LOCAL BRANCHES AND CASUAL VACANCIES

14 & 15 FEBRUARY 2013 COUNCIL MEETING

- 1) That the Queensland Nurses' Union of Employees make the following administrative regulation regarding the filling of positions when new branches are formed or casual vacancies occur:-

New Local Branches

- a) i) Where a request is received for the formation of a Local Branch, and where that request includes the names of persons nominating to be Delegates or Alternate Delegates, then where:
- 1) Council determines to form the Local Branch requested;
 - 2) the number of persons nominating is equal to or less than the number of Delegates and/or, respectively, Alternate Delegates required by rule 26(c); and
 - 3) there is less than 12 months to the biennial election required by rule 46(f) on the date that the Local Branch commences,
- then the Council appoints those persons as Delegate or Alternate Delegate, as the case may be, until their successors are elected in accordance with rule 46(f) or they otherwise resign or are removed.
- ii) In the event that the persons elected in accordance with sub-clause i) are not a sufficient number of Delegates and/or Alternate Delegates, as the case may be, as required by rule 26 (c) an election will be held in accordance with clause b).

Casual Vacancies

- b) i) any member, official or employee of the QNU becoming aware of the resignation of a Delegate or Alternate Delegate will, by the best means practicable, notify the Office Manager of the QNU (the "Office Manager").
- ii) When a casual vacancy occurs in relation to a Delegate or Alternate Delegate then the Office Manager will notify the organiser who organises the Local Branch concerned ("the Organiser"), of that vacancy.
- iii) The Organiser will, in consultation with the members assigned to that Local Branch seek nominations for the vacant position(s) by appropriate means inclusive of:
- email notices to members assigned to the Local Branch;
 - notices on workplace notice boards; and/or
 - oral notice given at meetings.
- iv) Where a written notice is to be given it will be in the following form, or a form similar to the following form:
- "A vacancy has occurred in relation to Delegate/Alternate Delegate and nominations are invited.
A member wishing to nominate can do so by completion of the form located [web address] or by contacting [organiser name/contact] who will arrange for the form to be provided.
The nomination period will close on [insert date – 14 days or more]."*
- v) The notice will provide a period of at least 14 days during which nominations will be open.

- xvi) Council appoints the members elected at the election as Delegate or Alternate Delegate, as the case may be, until their successors are elected in accordance with rule 46(f), they otherwise resign or are removed.
- c)
 - i) The Office Manager will advise the Delegates and Alternate Delegates of their election.
 - ii) The Office Manager will provide a report to the Secretary prior to each meeting of Council in relation to Delegates and Alternate Delegates elected in accordance with clause a) and b).
- d) In the event a dispute arises in relation to a nomination or the conduct of an election in respect of clause a) or b), then that matter will be referred to the returning officer for resolution and the returning officer may:
 - i) confirm a nomination;
 - ii) confirm an election;
 - iii) confirm the election of a Delegate or Alternate Delegate;
 - iv) seek new nominations; or
 - v) conduct a new election.

ADMINISTRATIVE REGULATION – PROCEDURES FOR ELECTING DELEGATES AND ALTERNATE DELEGATES

14 JUNE 2013 COUNCIL MEETING

Procedures for Electing Delegates and Alternate Delegates

- a) Definitions
 - i) “Alternate Delegate” has the meaning provided by rule 3.
 - ii) “Biennial Elections” means the election for Delegates and Alternate Delegates required to be conducted by rule 46(f).
 - iii) “Delegate” has the meaning provided by rule 3.
 - iv) “Election” means an election to be conducted in accordance with parts p) or q).
 - v) “Form” means the form provided for by part h).
 - vi) “Local Branch” has the meaning provided by rule 3.
 - vii) “Nomination Day” means the day on which nominations are to open for the Biennial Elections.
 - viii) “Position” means the position of Delegate or Alternate Delegate.
 - ix) “QNU Publication” has the meaning provided by rule 3.
 - x) “QNU Website” has the meaning provided by rule 3.
- b) The Secretary will determine on the day 21 days prior to Nomination Day the following:
 - i) the name of each Local Branch;
 - ii) the number of financial members of each Local Branch;
 - iii) the number of Delegates required to be elected from each Local Branch; and
 - iv) the number of Alternate Delegates required to be elected from each Local Branch,and promptly provide a report to the Returning Officer setting out each of those matters required.
- c) The Returning Officer will at least 14 days prior to Nomination Day give notice to the financial members of Local Branches:
 - that an election for Delegates and Alternate Delegates is to be conducted;
 - the date nominations will open;
 - the date nominations will close;
 - who can nominate;
 - how to nominate;
 - the number of Delegates to be elected in a Local Branch;
 - the number of Alternate Delegates to be elected in a Local Branch;
 - how a ballot will be conducted in the event there are more nominations than positions to be filled; and
 - when a declaration of Election is to occur.

- d) The Returning Officer may give the notice required by c) by appropriate means inclusive of:
- publication in a QNU Publication;
 - publication on the QNU Website;
 - by email notices; and/or
 - notices on workplace notice boards.

- e) The notice to be given in accordance with c) will be in the following form, or a form similar to the following:

“Elections are to be conducted for the positions of Delegate and Alternate Delegate for the QNU’s Local Branches.

Any member of the QNU who has been continuously financial for at least six (6) months may nominate in their Local Branch for the position of Delegate or the position of Alternate Delegate.

Nominations are to:

- *be in the form located at [link] or which can also be obtained from the Office Manager, QNU;*
- *be signed by the member nominating;*
- *indicate the position being nominated for;*

and must be returning to me by 4:30pm on the [insert date nominations close], by:

- *in person [insert]*
- *post to: Returning Officer, [insert];*
- *email (PDF) to: [insert]; or*
- *fax to: [insert].*

The number of positions to be filled for a Local Branch are set out at [link].

In the event that the number of nominations received are equal to or less than the positions to be filled in a Local Branch I will declare the members who have nominated, elected.

If there are more nominations received than there are positions to be filled, then I will conduct an election for that Local Branch in accordance with the QNU’s administrative regulation which can be viewed at [link]

Returning Officer”

- f) Nominations for positions will open for the period determined by the Returning Officer, but which will be at least 21 days.
- g) Only members of a Local Branch who are financial and who have been continuously financial for a period of 6 months or more may nominate for a position on their Local Branch.
- h) Nominations are to be in the following form, or a form substantially similar:

“Send to Returning officer on [email address]

Name: [insert name]

Local Branch: [insert Local Branch]

Position: Delegate

Alternate Delegate

(tick one)

I confirm that I have been a financial member of the QNU for a period of more than 6 months, I am a member of the Local Branch set out above and that I do not hold office or have a paid position in any other organisation with industrial objects.

Sign: _____

Fax [insert] Email (PDF) [insert]

Post [insert] Delivered [insert]”

- i) The Form may be forwarded by email, fax or in hard copy to the Returning Officer, at the address provided on the nomination form.
- j) The Secretary will make the register of members available to the Returning Officer for the Returning Officer to confirm that nominees are entitled to nominate.
- k) A person nominating may withdraw their nomination at any time prior to the earlier of the declaration or the ballot (if any) being conducted.
- l) Where in respect of a Local Branch only a sufficient number of nominations, being equal to or less than the number of vacant Positions for respectively Delegate or Alternate Delegate, are received by the close of the nomination period then those persons will be declared elected by the Returning Officer as a Delegate or Alternate Delegate, as the case may be, and will hold the position to which they are elected until their successor is elected, they otherwise resign or are removed.
- m) If more nominations are received than there are vacant Positions for respectively Delegate or Alternate Delegate then an election will be conducted in accordance with this Regulation.
- n) In the event of an Election the Secretary will provide to the Returning Officer a copy of the register of members, for the relevant Local Branch, financial on the Nomination Date, and only those members will be entitled to vote in the Election.
- o) The Returning Officer will determine from the methods provided in parts p) or q) the method for the conduct of the Election and will, in making that determination, consider:
- the number of financial members of the Local Branch;
 - the ease of access to the Local Branch by organisers; and
 - the location of the Local Branch.
- p) The Returning Officer may if there is a contest for Positions conduct a secret postal ballot in the following manner:
- i) the Election will be conducted by the Organiser as a secret ballot on a first past the post basis;
- ii) the Election is to occur with a minimum of form and procedure, provided that nothing prevents the Organiser from, at the request of any of the members nominating, allowing the members nominating to address the meeting in relation to the nomination;
- iii) the Organiser will prepare a ballot paper in the following form or a form similar to the following form:
- “Names of Nominees for Delegate*
- X
- Y
- Z
- Names of Nominees for Alternate Delegate*
- X
- Y
- Z
- Please place a tick in the number of boxes equal to the number of positions of Delegate and Alternate Delegate to be elected”*,
- and will provide a paper bag into which the ballot papers can be placed after those ballot papers have been completed by the financial members of the Local Branch in attendance at the Election;
- iv) the Organiser will once members in attendance at the Election have been given a reasonable opportunity to vote, count the ballots in the presence of the meeting and declare the person or persons (if there is more than one Position of a particular type to be filled) elected as Delegate or Alternate Delegate, as the case may be;

- v) in the event that a ballot is tied then the Position will be filled by lot drawn by the Organiser between the members nominating who have tied;
 - vi) the Organiser will advise the Returning Officer of the members elected at the Election, and the Positions to which they were elected; and
 - vii) declare the successful candidates elected and report to the Secretary the results of the ballot.
- q) The Returning Officer may if there is a contest for Positions conduct a secret postal ballot in the following manner:
- i) secure a locked postal facility for the conduct of the ballot;
 - ii) within 21 days of the close of nominations prepare ballot papers for each contested office, listing the candidates for election in alphabetical order;
 - iii) prepare voting instructions for financial members entitled to vote in relation to the following:
 - A) the method of voting;
 - B) the marking of the ballot paper; and
 - C) the return of the ballot paper;
 - iv) ensure that members who are entitled to vote are instructed that the ballot papers must not disclose their identity or their vote will not be counted;
 - v) do all things necessary to ensure the ballot is secret;
 - vi) provide a period of not less than 14 days, from the date the ballot papers are forwarded, for members to vote;
 - vii) ensure only members of the Local Branch the subject of the election have their votes counted;
 - viii) count the ballot in the presence of scrutineers appointed (if any) by the Executive for the Election;
 - ix) determine the ballot on a “first past the post” basis; and
 - x) declare the successful candidates elected and report to the Secretary the results of the ballot.
- r) Persons nominating for Positions who are elected to a Position will hold office, subject to these rules, from the declaration of the election until their successors are formally declared elected at the next election relevantly held.
- s) The Returning Officer will declare the Delegates and Alternate Delegates, as the case may be, elected.
- t) The Returning Officer will provide a report to the Secretary in relation to Delegates and Alternate Delegates elected in accordance with clause p) and q).
- u) In the event a dispute arises in relation to a nomination or the conduct of an Election in respect of clause p) or q), then that dispute will be referred to the returning officer for resolution and the returning officer may:
- i) confirm a nomination;
 - ii) confirm an Election;
 - iii) confirm the Election of a Delegate or Alternate Delegate;
 - iv) seek new nominations; or
 - v) conduct a new election.
- v) The Returning Officer will notify the Secretary of any positions remaining vacant at the close of nominations and those positions will be filled as casual vacancies in accordance with the relevant Administrative Regulation.
- w) The Returning Officer will provide a report to the Secretary in relation to the conduct of the election required to be held in accordance with this Administrative Regulation.

ADMINISTRATIVE REGULATION- PROCEDURES FOR RE-ADMITTING DUPLICATE MEMBERS

30 AUGUST 2013 COUNCIL MEETING

Procedures for Re-admitting Duplicate Members

- a) Definitions
 - i) “Duplicate Member” A member who still appears on the QNU register but has fees owing and re-joins through the MemberLink Website creating a duplicate member number.
 - ii) “Council” means the council of the QNU;
 - iii) “Member” means a member who is financial in accordance with these rules;
 - iv) “Members Register” means the register provided by rule 19;
 - v) “QNU” means the Queensland Nurses’ Union of Employees;
 - vi) “QNU Website” means the website administered by the QNU;
 - vii) “MemberLink Website” means the section of the website that provides a join online facility and members update portal.
 - viii) “QNU Website” has the meaning provided by rule 3.
- b) The Council has determined that the member register shall be administrated in the following manner:
 - When the QNU receives a new application for membership and the application creates a duplicate member the QNU will accept the new application for membership.
 - The previous membership number will be purged from the member register and the history will be attached to the new member number.
 - The member will be advised that the new member application has been accepted and provide a clearance for any past fees that were due under the old membership number.
 - The member will be advised that they will not be entitled to exercise any of the privileges of membership for the period of broken financiality.

ADMINISTRATIVE REGULATION – FINANCIALITY RULES FOR PRD, DIRECT DEBIT AND CREDIT CARD SCHEME SUBSCRIPTION PAYMENTS

30 AUGUST 2013 COUNCIL MEETING

Financiality Rules for PRD, DD and CC Subscription Payments

Rule 12 provides the following:

12. Payment of Fees

- a) *An applicant for membership accepted into membership is liable to pay a Subscription Fee in accordance with these rules.*
- b) *A member will pay their Subscription Fee by:*
 - i) *Cash, cheque or electronic transfer; or*
 - ii) *Payment of the subscription fee in instalments by:*
 - A) *PRD Scheme;*
 - B) *Direct Debit Scheme; or*
 - C) *Credit Card Scheme.*
- c) *The Executive will determine the terms on which a member pays their Subscription Fee by:*
 - i) *PRD Scheme;*
 - ii) *Direct Debit Scheme; or*
 - iii) *Credit Card Scheme,**with which terms a member, to remain financial, in accordance with these rules must comply.*
- d) *The Council may make an administrative regulation to provide for:*
 - i) *the financial institutions in relation to which a scheme referred to in sub-rule (c) will exist; and*
 - ii) *how the terms of a scheme referred to in sub-rule (c) will be altered.”*

The purpose of this administrative regulation is to specify the terms as per 12(ii)(c).

- a) Definitions
 - i) “Direct Debit Scheme” has the meaning provided in rule 3.
 - ii) “PRD Scheme” has the meaning provided in rule 3.
 - iii) “Credit Card Scheme” has the meaning provided in rule 3.
- b) The Executive determine that a member making subscription payments by PRD, Direct Debit or a Credit Card Scheme will remain financial provided the following 3 criteria are met.
 - 1) There is a payment agreement in force.
 - 2) They do not owe more than 60 days fees.
 - 3) A payment has been received within the past 60 days.

ADMINISTRATIVE REGULATION – WORKPLACE REPRESENTATIVES

21 OCTOBER 2016 COUNCIL MEETING

Rule 81. Workplace Representatives states at i)

i) Council may make an administrative regulation to provide for:

A) the circumstances; and

B) procedures,

for appointment Workplace Representatives; and

i) How Workplace Representatives are to conduct themselves in the workplace

The Circumstances and Procedures

- Financial members may submit a request to Council to become a Workplace Representative.
- This is done via their Organiser who ensures the nominators work with the member nominating.
- Three financial members from the member's workplace are required to nominate the Workplace Representative.
- The Organiser signs off on the nomination and supplies a copy to the Office Manager for checking eligibility and referring to Council.
- If a member wishing to be a workplace representative has nominators from sites of that workplace, the member can be nominated by financial members who work across the sites for that workplace.
- If the member works in an area where there are not three members to nominate them, i.e. a remote area or island, then the workplace can be determined as the group of workplaces that make up an area or Health Service.
- Workplace Representatives serve for a term of two years. At the end of the two year period, Workplace Representatives must be re-nominated by three financial members from their workplace.

How Representatives are to conduct themselves in the workplace

- Helping maintain the link between members and the QNU office.
- Assisting with advising members about their rights.
- Assisting them to access their entitlements.
- Assisting the Organiser to ensure that awards are appropriately applied in the workplace; and
- Recruiting new members.

ADMINISTRATIVE REGULATION – NOTICES OF MOTION – ANNUAL CONFERENCE

21 OCTOBER 2016 COUNCIL MEETING

Rule 28. Annual Conference – Meetings at e), f) and g) states

- e) *A Local Branch may submit a policy proposal for consideration by Annual Conference.*
- f) *A policy provided for consideration by the Annual Conference will be provided in writing to the Secretary at least 60 days prior to the Annual Conference commencing.*
- g) *The Secretary will place the policy proposals for consideration by the Annual Conference on the QNU website at least 30 days prior to the Annual Conference commencing.*

The following apply around Local Branches submitting Notices of Motion to Annual Conference

- Notices of motion are to be submitted on the Annual Conference website by the closing date.
- The closing date is notified to all Local Branch Steering Committee members when Annual Conference dates are notified.
- Notices of motion are only to be submitted once accepted at local branch level.
- The Local Branch should nominate who from the Steering Committee is to submit the items.
- If an item has been carried by Annual Conference and ratified by Council in the last five years it will not be eligible to be put again.
- The Bargaining Claims and Interests group can elect not to accept notices of motion if they do not meet the criteria.
- Annual Conference resolutions will be uploaded to the website once finalised after each annual conference.
- After Annual Conference resolutions are sent to Council for ratification and then allocated for action.

Passed at Annual Conference in 2016 were recommendations made by QNU Policy Committee in relation to Notices of Motion. They now form part of this Administration Regulation and are listed below.

- The Office Manager calls for lodgement of agenda items by the date specified according to the QNU rules.
- The Office Manager reminds Branches they can submit items at any time during the year.
- Branches submit items online under specific headings. Branches can look at other items that have been submitted and communicate with other branches about like items.
- The QNU Office Manager downloads a copy of the submitted agenda items following the closing date.
- The Office Manager, Research and Policy Officer, an Industrial Officer, a Professional Officer and an Organiser meet to sort and clarify agenda items.
- The Industrial Officer, Professional Officer and Organiser will form a Bargaining Claims and Interests group that deals with all agenda items relating specifically to enterprise bargaining. This group will liaise directly with branches if a matter has already been referred in a previous year, seek clarification or request further information.
- The Office Manager seeks advice and/or clarification with relevant Industrial Officers, Professional Officers or other staff if necessary.
- Concurrently, the Office Manager and Research Policy Officer refer items (other than those related to bargaining) back to Branches via their Organiser for amalgamation with those of similar nature from other branches, clarification, re-wording or request to withdraw if criteria for suitability are not met.

- Following receipt of any requested advice, the Office Manager sends a full set of items to relevant QNU officials.
- The Bargaining Claims and Interest Group will make any necessary changes and forward the finalised agenda items back to the Office Manager and Research and Policy Officer.
- The Office Manager will then send all matters to the State Secretary.
- Following the State Secretary's review, items are formatted and sent to branches six weeks prior to conference in order for them to hold meetings and advise delegates how they should vote.
- Between that version being sent and the start of conference, branches can still withdraw or amend items.
- The final version of agenda items is supplied at the start of conference and voted on at conference.
- Council ratifies resolutions passed at conference.
- The Office Manager sends the ratified resolutions to branches and arranges uploading on the QNU members' website.
- The Office Manager refers matters related to enterprise bargaining to the Bargaining Claims and Interests group and all other resolutions to the relevant Directors for action.
- The Office Manager arranges uploading of the resolution action table to enable branches to monitor progress.
- On the advice of the Directors and the Bargaining Claims and Interests Group, the Office Manager updates the action table and sends it back to branches in preparation for the next annual conference.



NURSES AND MIDWIVES

BRISBANE

106 Victoria Street
West End Q 4101
GPO Box 1289, Brisbane Q 4001
Telephone: (07) 3840 1444
Fax: (07) 3844 9387

BUNDABERG

44 Maryborough Street
Bundaberg Q 4670
PO Box 2949, Bundaberg Q 4670
Telephone: (07) 4132 8411
Fax: (07) 4151 6066

ROCKHAMPTON

286 Quay Street
Rockhampton Q 4700
PO Box 49, Rockhampton Q 4700
Telephone: (07) 4922 5390
Fax: (07) 4922 3406

CAIRNS

Suite 2, 320 Sheridan Street
Cairns North Q 4870
PO Box 846N, Cairns North Q 4870
Telephone: (07) 4031 4466
Fax: (07) 4051 6222

TOOWOOMBA

66 West Street
Toowoomba Q 4350
PO Box 3598, Village Fair Q 4350
Telephone: (07) 4659 7200
Fax: (07) 4639 5052

GOLD COAST

14 Ashmore Road
Gold Coast Q 4217
PO Box 5648, Gold Coast Q 9726
Telephone: (07) 3099 3101

TOWNSVILLE

1 Oxford Street
Hyde Park Q 4812
PO Box 3389, Hermit Park Q 4812
Telephone: (07) 4772 5411
Fax: (07) 4721 1820

Officials are frequently out visiting members in their workplace so please phone and make an appointment before visiting a QNU office.



Toll free: 1800 177 273
Email: qnu@qnu.org.au

www.qnu.org.au