

Rules of The Australian Maritime Officers' Union

PART THREE

SECTION I - INTRODUCTION

1 - NAME

The name of the organisation is "The Australian Maritime Officers' Union".

2 - REGISTERED OFFICE

The registered office of the Union shall be at 377 Sussex Street, Sydney, or at such place or places as Executive Council may from time to time determine.

3 - DEFINITIONS

Except where the context otherwise requires, words importing the masculine gender shall include the feminine and words importing the singular shall include the plural.

"Act" means the Workplace Relations Act, 1996.

"Financial member" means a member of the Union all of whose financial commitments to the Union in accordance with the Rules of the Union are up to date.

"Union" means The Australian Maritime Officers' Union hereinafter referred to as "AMOU".

4 - OBJECTS

The objects of the Union are:

- (a) to protect and advance the rights and interests of members in all matters relating to their employment and living standards;
- (b) to foster the study of disciplines relevant to members of the Union;
- (c) to communicate to members on all matters concerning Union activities and professional issues;
- (d) to establish funds and to purchase, own and control property, both real and personal, for the furtherance of the objects of the Union;
- (e) to protect and maintain the registration of the Union;
- (f) to obtain preferential treatment for members of the Union;
- (g) to establish funds or trusts for the benefit of members, employees, ex employees or officers of the Union and to arrange for pensions, superannuation scheme or other payments for these persons;
- (h) to provide legal or other assistance to members or their dependants or family where in the judgement of the Union it is appropriate to do so;
- (i) to arrange for and implement the affiliation and/or amalgamation of the Union with other industrial organisations, trade union peak councils, international trade union organisations and similar organisations;
- (j) to embrace the principle of equality of opportunity in employment in the Union and the industries of the Union regardless of sex, age, marital status, race, colour, nationality, ethnic or national origin, physical impairment or sexual preference;
- (k) to do all such things as are incidental to the achievement of the objects of the Union.

5 - INDUSTRY

The industry in or in connection with which the Union is registered is:

PART 1

Shipping and Marine.

PART 2

The stevedoring industry, in or in connection with the industrial pursuits set out in Part 2 of Rule 6.

6 - ELIGIBILITY FOR MEMBERSHIP

PART 1

The Union shall consist of:

Members of Mercantile Marine and dependent services possessed of Certificates of Competency issued or recognised by the Commonwealth of Australia, or any State thereof, the Board of Trade, or by any British possession or dependency, or possessed of any qualifications entitling him to undertake any duty connected with the navigation of vessels, may be elected as members.

Indentured Shipwrights performing the functions of and who are classified as a shipwright and who form part of the complement of a vessel shall be admitted as members.

Marine Engineers (so engaged), including Third Class and Port Engineers and Marine Engine Drivers, may be admitted to membership, provided that this Rule as to Engineers shall only apply in cases where such engineer is not eligible for membership in or has been rejected by the Australian Institute of Marine and Power Engineers. This part of the rule as to eligibility of Engineers shall include Engineers upon vessels owned by the Government, but Engineers who have become Shipowners, superintendents, or who are otherwise acting in the interests of employers, shall be strictly debarred from membership. Apprentices who are bound by indenture for sea service to a shipowner or Master (other than engineer apprentices) and cadets may be admitted to membership but shall not be entitled to be nominated for or hold office or cast a vote in connection with the affairs of the Union during their apprenticeship or cadetship as the case may be. Together with any other persons employed in the industry of shipping and marine or not who have been or are hereafter elected as officers of the Union and admitted as members thereof.

All persons employed or engaged in the function of ROV Pilot/Technicians in or in association with the operation, utilisation, control, maintenance, installation, repair and service of remotely operated sub sea vehicles and associated equipment shall be admitted as members.

Notwithstanding any other provisions of Part 1 of this Rule, the Union shall also consist of employees who are employed in or in connection with the recreational diving industry throughout the Commonwealth of Australia who are:-

- (i). in command, control, or who supervise or operate vessels including employees described as masters, mates, deck officers and skippers, (other than those employees who are in command or control of small vessels which are operated in or in connection with a Port or adjacent to an offshore facility who are required to possess and use a Coxswain's Certificate or equivalent in such operations),
- (ii). marine engineers, however described, but excluding engineers who are members of The Australian Institute of Marine and Power Engineers;

except for employees who are;

(a) employed in the State of Queensland in or in connection with the sale or supply of recreational diving equipment or facilities, the provision of recreational diving services or related underwater services by an employer whose sole or predominant business activity consists of the operation of one or more tourist resorts or hospitality facilities of a similar nature, and where such sale, supply or services are provided in association with the operation of that tourist facility;

(b) solely or predominantly engaged in the sale, reception or delivery of merchandise in a retail outlet operating separately and distinct from the provision of recreational diving services;

(c) solely or predominantly engaged in clerical duties in a retail outlet operating separately and distinct from the provision of recreational diving services.

For the purposes of this Rule an employee shall be regarded as employed in or in connection with the recreational diving industry only if the employee is employed by an employer whose sole or predominant business activity consists of either the sale or supply of recreational diving equipment or facilities, the provision of recreational diving services or related underwater services.

Without limiting the generality of the foregoing paragraphs hereof, persons employed as Radio Officers, Radio Operators, Deck Communication Officers and Barge Administrators on a vessel including Mobile Offshore Drilling Units and Floating Production Facilities shall be admitted as members.

PART 2

The Union shall also consist of the following persons:

An unlimited number of persons employed, or usually employed, in or in connection with the Stevedoring Industry, in or in connection with the following industries and/or industrial pursuits:

(a) wharf superintendents and/or supervisors, cargo superintendents and/or supervisors, traffic superintendents and/or supervisors, stevedoring supervisors (whether in conventional or container stevedoring), however described or styled and such other employees who are required themselves or in conjunction with any other employees to control, plan, co-ordinate or integrate stevedoring operations in connection with vessels allocated to them and where required in relation thereto the work of foreman stevedores, clerks, watchmen, gearmen, waterside workers and mechanical equipment operators, storemen and packers, crane and overhead lifting appliance operators.

(b) Persons who are elected or appointed to any office in the Union (subject to Part 4 below).

(c) Notwithstanding any other provisions of this Rule or any other Rule of the Union, the following persons shall not be eligible for membership of the Union:

(i) Any persons employed or usually employed in or in connection with the Stevedoring Industry or any industry or industrial pursuit referred to in this part, by C.S.R. Limited, or any corporation or business in which C.S.R. Limited or a subsidiary thereof has a controlling interest by way of share-holding or management rights, or by any bulk sugar terminal organisation;

(ii) Employees of the Australian Shipping Commission (the Australian National Line) or A.N.L. Cargo Operations Pty. Limited, other than those persons employed in the terminals of the Australian National Line who predominantly and substantially directly supervise and instruct foremen, stevedores or waterside workers in the terminal operation and take responsibility for their work; and/or are operational ship planners;

(iii) Persons eligible for membership of the Australian Shipping Officers Association, other than those persons employed in the terminals of the Australian Shipping Commission (The Australian National Line) who are, by reason of sub-paragraph (ii) of this paragraph (c), eligible to join the Union.

PART 3

(a) Without limiting the generality of Part 1 and Part 2 of this Rule, or being limited thereby, the Union shall also consist of all employees as defined in Sub-Rule (b) who are employed in supervisory duties of any nature (other than employees performing the duties of forepersons or leading hands or otherwise who exercise similar and direct supervisory powers over other employees) and employees who possess a Maritime Certificate of Competency where the possession of the certificate is part of the requirement of a classification, and employees who are employed as harbourmasters, port managers, marine pilots, marine surveyors, maintenance technicians, masters and deck officers of vessels, officers of pilot cutters, port control officers, signal station officers, radio officers, superintendents, stevedoring supervisors or who are employed in managerial or professional occupations; provided that employees who perform clerical and administrative, professional/supervisory or technical duties shall not be eligible to be members of the Union by virtue of this Sub-Rule until:

(i). 1 December, 1995 if employed by the Fremantle Port Authority or the Port of Brisbane Corporation;

(ii). 1 June, 1996 if employed by the Sydney Ports Corporation, the Newcastle Port Corporation, the Port Kembla Corporation, the Waterways Authority in NSW or the Port of Melbourne Authority;

(iii). 1 January, 1996 if employed by the Townsville Port Authority;

and provided that employees who are employed in professional occupations within the limits of the constitution and rules of The Association of Professional Engineers, Scientists and Managers, Australia shall not be eligible to be members of the Union by virtue of this sub-rule until:

(i). 1 December, 1995 if employed by the Port of Brisbane Corporation;

(ii). 1 June, 1996 if employed by the Sydney Ports Corporation, the Newcastle Port Corporation, the Port Kembla Port Corporation, the Waterways Authority in NSW, the Port of Geelong Authority, the Port of Portland Authority or the Port of Melbourne Authority.

(b) For the purposes of Sub-Rule (a) "employees" means all those persons employed by the employers identified in Sub-Rule (c) other than those persons who are employed in the office of public servant in accordance with relevant State Government legislation in the States of South Australia and Western Australia (other than persons employed as port managers, assistant port managers, harbour masters, assistant harbour masters, senior marine pilots or marine pilots by the Department of Transport (South Australia) or who are employed as harbour masters, senior marine pilots, or marine pilots by the Department of Transport (Western Australia).

(c) For the purposes of Part 3 of this Rule the employers are:

Albany Port Authority
Bunbury Port Authority
Bundaberg Port Authority
Burnie Port Authority
Dampier Port Authority
Darwin Port Authority
Department of Transport, Marine & Harbours Agency (in the State of South Australia)
Department of Transport (in the State of Western Australia in relation to the Department of Marine and Harbours)
Esperance Port Authority
Fremantle Port Authority
Geraldton Port Authority
Kimberley Port Authority
Marine Board of Circular Head
Marine Board of Flinders
Marine Board of Hobart
Marine Board of King Island
Newcastle Port Corporation
Port Hedland Port Authority
Port of Brisbane Corporation
Port of Devonport Authority
Port of Geelong Authority
Port Kembla Port Corporation
Port of Launceston Authority
Port of Melbourne Authority
Port of Portland Authority
Rockhampton Port Authority
Sydney Ports Corporation
Townsville Port Authority
Waterways Authority

PART 4

No restriction or qualification in Part 1 of this Rule shall apply so as to restrict or qualify Part 2 of this Rule and no restriction or qualification in Part 2 of this Rule shall apply so as to restrict or qualify Part 1 of this Rule.

PART 5

No person who would become eligible under these Rules by virtue only of his or her employment as an industrial or research officer shall be eligible for membership after the date of amalgamation provided that a person in that category admitted to membership prior to that date shall be entitled to retain his or her membership.

SECTION II - MEMBERSHIP

7 - ADMISSION TO MEMBERSHIP

- (a) An applicant for membership of the Union shall complete and sign the form of application for membership as appears in Schedule 1. The applicant shall send or deliver the said application form together with their entrance fee to the Union.
- (b) The application shall be processed and provided the applicant is not of general bad character and is eligible for membership in accordance with Rule 6, shall be admitted to membership.
- (c) An applicant for membership of the Union shall be informed in writing of:
- (i). the financial obligations arising from membership of the Union; and,
 - (ii). the circumstances, and the manner, in which a member of the Union may resign from the Union.

8 – REMOVAL FROM MEMBERSHIP

The Executive Council may by resolution terminate the membership of any member of the Union who is un-financial in the terms of Rule 17, provided such member has had appropriate notice in writing sent to that member's address appearing in the Register of Members that unless all arrears are paid that member may be excluded from membership.

Any member excluded from membership may, within three months of the date of the notification to the member of the passing of the resolution excluding the member, by notice in writing to the President appeal to the Executive Council against his exclusion. The Executive Council shall hear and determine the appeal at its next meeting following the receipt of the notice by the President.

9 – RESIGNATIONS

- (a) A member may resign from membership of the Union by written notice addressed and delivered to the President.
- (b) A notice of resignation from membership takes effect:
- (1) Where a member ceases to be eligible to become a member of the Union:
 - (i) on the day on which the notice is received by the President; or
 - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;whichever is the later; or
 - (2). In any other case:
 - (i) at the end of fourteen days after the notice is received by the President; or
 - (ii) on the day specified in the Notice;whichever is the later.
- (c) A notice delivered to the person mentioned in Sub-Rule (a) shall be taken to have been received by the Union when it was delivered.
- (d) A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with Sub-Rule (a).
- (e) A resignation from membership of the Union is valid even if it is not effected in accordance with this Rule if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.

10 – REGISTER OF MEMBERS

- (a) The President shall supply each Area Secretary with a register of financial members of the Union attached to the Area, showing in each case the name and postal address of each such member, and also a list of the names, postal addresses and occupations of the persons holding office in the Area of the organisation.
- (b) The President shall supply each Divisional Secretary with a register of financial members of the Union attached to the Division showing in each case the name and postal address of each member.
- (c) The Treasurer shall keep a register of financial members of the Union showing in each case the name and postal address of each such member and also a list of the names, postal addresses and occupations of the persons holding office in the Union.
- (d) Each member shall notify the Treasurer within fourteen (14) days of any change of that member's address of that change of address.
- (e) The Register of Members shall as between the Union and its members, be prima facie evidence that the persons whose names are therein set forth as members of the Union are such members.
- (f) Each register kept by the Treasurer or the Area Secretary in each Area may be inspected for any bona fide reason by any member of the Union at any time during ordinary office hours, on application to an authorised person. The member inspecting the register shall be required to give any reasonable undertakings, which might be required by the Union designed to protect the privacy of members.

11 - LIFE MEMBERSHIP

Life membership shall be the highest honour that can be conferred on a member for exceptional services rendered to the Union. Where a member is nominated for Life Membership the nomination must be supported in writing giving reasons why the Executive Council should consider the nomination. Life membership may only be conferred by the Executive Council after approval by the Annual General Meetings. A member on whom Life membership is conferred shall be entitled to all the benefits of membership. Such Life membership shall continue until such time as Executive Council rescinds it and such rescission is approved by a Referendum of members.

12 – ASSOCIATE AND DEFERRED MEMBERSHIP

- (a) When a financial member ceases to work in the Industry due to retirement or is forced to retire permanently due to ill health or accident, the member shall be entitled to make application to be retained on the Register of Members as an Associate member without payment of fees.
- (b) A financial member who ceases to seek employment in the Industry may make application for Deferred membership. If the application is approved the member will be retained on the Register of Members. Deferred membership attracts an annual administration fee of \$110 (inclusive of GST).
- (c) Associate and Deferred members shall be entitled to all the rights of membership except they shall not have the right to propose or second motions, hold, nominate or be nominated for office, vote at meetings or elections.

13 - ENTRANCE FEE & SUBSCRIPTIONS

- (a) The entrance fee on initially joining the Union shall be \$200.00.
- (b) Each member shall pay to the Union such annual subscription as may be determined from time to time by the Executive Council, provided that any such determination shall be endorsed by the "Meeting for Executive Council Report". Such determination shall only take effect from January 1 in the following year.
- (c) The annual subscription so fixed shall be payable in respect of the Union's financial year which commences on January 1 in each year.

(d) When a person ceases to be a member of the Union, the Executive Council may refund to such person or such person's personal representative, that portion of the member's subscription or any part thereof already paid in respect of the period or any part thereof between the member's cessation of membership and the end of the current financial year.

14 - FINANCIAL STATUS

The financial standing of a member in relation to his annual subscription shall be determined as follows:

(a) When the method of collection of a member's subscription adopted by the Union is by the rendering of an account to the member at that member's address in the Register of Members on or after the 1 January in any financial year for the full amount due to the Union from the member for such financial year, the member shall be regarded as financial provided that payment for half of the full amount due to the Union is received by the Union on or before 30th of June and the full amount is paid by the 30th of September of that financial year.

(b) In a year in which elections are to be held, a person will be regarded as financial if:

- (i) the member has paid the full amount owing to the Union for the previous year; or
- (ii) in the case of a person who intends to join the Union, the application is processed by the Union;

prior to the closing of the Roll of Voters as specified in Rule 47(b).

(c) Where subscriptions payable to the Union are deducted by a member's employer from the salary of the member on a regular basis and paid to the Union with the member's authority, that member shall be deemed a financial member of the Union as long as authority remains in force.

(d) When any other method of collection of that member's subscription is adopted the member shall be regarded as financial provided that payment in full of all amounts due to the Union is received by the Union within two calendar months of the date when payment of the subscription or part of the subscription became due.

15 - ADDITIONAL FEE FOR LATE PAYMENT

(a) Where a member is more than one year in arrears in paying subscriptions, an additional administration fee, may be levied by the Union. The amount shall be determined by the Executive Council but shall not exceed \$50 and shall be determined having regard to:

- (i) the period of the arrears;
- (ii) the incidence of previous arrears being incurred;
- (iii) the financial hardship caused to the member;
- (iv) any other relevant factor.

16 - POWER TO EXEMPT MEMBERS FROM FEES ETC

Notwithstanding any other provision contained in these Rules, the Executive Council or such other officer or employee of the Union as authorised by the Executive Council in writing, may exempt any member from the payment of that member's subscription or any part thereof for any period.

17 - UNFINANCIAL MEMBERS

(a) Any member who is not financial within the meaning of Rule 14 hereof shall be and be deemed to be un-financial and shall not be entitled to any of the rights or privileges of membership or to participate in any ballot of members of the Union or to vote or speak at any meeting of the Union or hold, nominate or be nominated for any office.

(b) It shall not be necessary to serve an un-financial member with any notice of meetings.

(c) A member may state a reason or reasons for not paying subscriptions, fines, fees, levies or dues, and the Executive Council or such other officer or employee of the Union as authorised by the Executive Council in writing, may extend the time for payment for such period as thought fit.

SECTION III - GOVERNMENT OF THE UNION

18 - GOVERNMENT OF THE UNION

Subject to the control of the members as provided in these Rules, the affairs of the Union shall be managed by the Executive Council and the various officers of the Union in accordance with these Rules.

19 - COMPOSITION OF EXECUTIVE COUNCIL

- (a) The Executive Council shall comprise the President, a Vice President, two National Delegates, four Divisional Delegates, and the three Area Secretaries.
- (b) The President, Vice President, National Delegates, Divisional Delegates and Area Secretaries shall be elected by all financial members of the Union, Division or Area respectively in accordance with Rule 44.
- (c) The President, Vice President, National Delegates and Divisional Delegates shall be honorary officials elected for four years and hold no other office in the Union.
- (d) The Area Secretaries shall be elected for four years and may be full time, part time or honorary officials as determined by the Executive Council prior to each election and hold no other elected office.
- (e) The Executive Council may invite the following persons to attend the Executive Council who will be non-voting:-
 - (i). Divisional Secretary, National and Area Industrial Officers;
 - (ii). Financial Administrator and Office Administrator.
- (f) The persons referred to in (e) above shall not be members of the Executive Council. Such persons may attend Executive Council, if requested to provide a report or give advice.
- (g) In any vote of the Executive Council, each member of Executive Council shall exercise only one vote.

20 - POWERS OF EXECUTIVE COUNCIL

- (a) The Executive Council shall be the governing body of the Union. Its decisions shall be binding on the Union, its Officers, the Areas, Divisions and members of the Union subject to these Rules and the Act.
- (b) Executive Council shall in addition to all other powers given to it by the Act, or these Rules, have power to:
 - (i) formulate and direct the general policy of the Union;
 - (ii) comply with the objects of these Rules;
 - (iii) determine its own hours of meeting and the conduct of its deliberations and affairs subject to Rules 21 and 22;
 - (iv) set annual fees;
 - (v) negotiate with the AMOU Staff Works Council in relation to salaries and conditions of employment for officers and employees of the Union;
 - (vi) appoint or terminate the employment of a Divisional Secretary or the Industrial, Administration and Clerical staff in accordance with their employment agreements;
 - (vii) in consultation with Divisional Secretaries and Divisional Delegates allocate industrial staff to meet requirements of the Workplace Councils.
 - (viii) appoint a National Returning Officer;
 - (ix) suspend or remove from office any member or members of Executive Council and Officers of the Union in accordance with Rule 38 of these Rules;

- (x) instruct officers of the Union or staff to notify industrial disputes and to deal with any other industrial or professional matters;
- (xi) subject to Rule 27(e) negotiate, authorise, vary or withdraw from industrial agreements and awards;
- (xii) invest, deal with and otherwise control the funds and property of the Union;
- (xiii) to appoint an editor to publish a union journal which, apart from the executive report and ensuring the content complies with the laws of publishing, will be free of Executive Council control;
- (xiv) impose a levy.

(c) Decisions of Executive Council shall be implemented unless a resolution for the purpose of directing or limiting any action taken or about to be taken is carried by an aggregate vote of the majority of members at the next "Meeting for Executive Council Report".

(d) The President shall upon receiving notice of such resolution, issue such instructions as may be necessary to restrain the Union from proceeding further with such matter or matters. The President shall if so directed by the Executive Council, put the rejected decisions to a referendum of the membership, and the decision of the membership shall be binding on the Executive Council, Areas, Divisions and members of the Union.

21 - MEETINGS OF EXECUTIVE COUNCIL

(a) The Executive Council shall meet in the months of March, July and November of each year, with the March meeting being the Annual Meeting. The Executive Council may hold such other additional meetings as the Executive Council may determine.

(b) Extraordinary meetings of the Executive Council shall be held when the President so decides or when requested in writing by one third of the Executive Council or when requested in writing by a petition signed by not less than 150 financial members of the Union. The agenda paper shall be prepared by the President and shall only contain the matters requested in the petition. Such meeting shall be called within 20 days of being requested.

(c) At least 15 days prior to the advised date of Executive Council Meetings, Executive Council members shall notify the President of any business that they may desire to place on the agenda paper. The President shall forward to each Executive Council member a copy of the agenda paper at least 5 days prior to such meeting. Any member of the Executive Council desiring to place any business before a meeting of the Council, which is not on the agenda paper, must first obtain the consent of the majority of the Council members.

(d) The Executive Council may conduct a meeting by the use of any means of communication including the use of teleconference or videoconference facilities.

22 - REFERENCE BY PRESIDENT TO EXECUTIVE COUNCIL MEMBERS

(a) If the President determines that any matter is a matter of urgency and should be determined between Executive Council meetings such matter shall be forwarded by post, facsimile or other modern means of communication, to each member of Executive Council at his address in the register of members (or other address as directed by the Executive Council member) in such form as determined by the President. It shall be accompanied by such reasons for and against the adoption of such matter, as all or any members of Executive Council may desire to have submitted to the members of Executive Council.

(b) Members of Executive Council shall within 48 hours of receipt, communicate their votes on the matter to the President and the decision of the majority of members voting shall be binding, as if such decision were obtained by voting of a regularly constituted meeting of Executive Council.

(c) All votes or their confirmation shall be signed by a member of Executive Council recording the same. If any vote be recorded by means other than a letter or facsimile, then such vote shall be confirmed by a letter or facsimile signed by the member voting.

(d) If a third of Executive Council members notify the President that the matter submitted to them is of such importance that a face-to-face meeting of the Executive Council should be convened as soon as possible to deal with and decide the matter, then such meeting of Executive Council shall be convened within 7 days of receipt of notification at a place as determined by the President.

SECTION IV - DUTIES

23 – PRESIDENT/TREASURER

- (a) The President shall be the Executive Officer and Registered Officer of the Union and shall report to and act as directed by the Executive Council.
- (b) The President shall preside at all meetings of Executive Council when present and preserve order thereat, so that the business may be conducted in due form and propriety and in conformity with Standing Orders and rules of debate.
- (c) The President shall:
- (i) upon confirmation of the Minutes, sign them in the presence of the meeting;
 - (ii) sign all documents approved for signature;
 - (iii) arrange for the receipt, recording, and attention to all correspondence;
 - (iv) attend, unless unavailable, all meetings of Executive Council and keep or cause to be kept minutes of the proceedings thereof;
 - (v) issue notices convening Executive Council, “Report on Executive Council Meeting” and attend generally to all matters connected with the calling and conduct of such meetings;
 - (vi) forward to each member of Executive Council within 10 days after each meeting of Executive Council a memorandum of the business transacted and the resolutions passed at such meeting;
 - (vii) prepare an annual report of proceedings of the affairs of the Union for presentation to Executive Council;
 - (viii) prepare and forward to the Industrial Registrar all returns required under the provisions of the Act or the Regulations there-under;
 - (ix) carry out the functions of the Treasurer;
 - (x) submit any matter in accordance with these Rules to a Referendum of members.

24 - VICE-PRESIDENT

- (a) If the President has advised the Vice President in writing of a period of absence or is unable to be contacted by any modern means of communication then the Vice President will assume the powers and duties of the President.
- (b) The Vice President shall report to and be subject to the control and direction of the Executive Council and shall give the President such assistance as the President may reasonably require.

25 –NATIONAL DELEGATES, DIVISIONAL DELEGATES AND AREA SECRETARIES

National Delegates, Divisional Delegates, and Area Secretaries to Executive Council shall have such duties and exercise such powers, as are necessary to the discharge of their duties as Executive Council members which powers and duties shall include:

- (i) the right to vote on any matter put to Executive Council;
- (ii) the duty to attend to all the business of the Executive Council;
- (iii) the duty to attend, where practicable to do so, all meetings of the Executive Council;
- (iv) such other powers and duties as are incidental to the powers and functions of the Executive Council as provided in these Rules.

26 – TREASURER

- (a) The Treasurer shall be the Accounting Officer of the organisation and shall be responsible for the keeping of the prescribed accounting records of the organisation. Such responsibility is non-delegable to another person or body, except to another Officer of the organisation.
- (b) The Treasurer's responsibilities in (a) above shall be carried out by the President, who shall report to and be subject to, the direction of the Executive Council.
- (c) The Executive Council shall on the advice of the Treasurer engage the necessary Financial staff as required by the Treasurer to keep the prescribed accounting or other records of the organisation.

SECTION V - MANAGEMENT GROUPS

27 – DIVISIONS AND MANAGEMENT

- (a) Establishment: The members of the Union shall be divided into Divisions which reflect the differing occupations and may be varied from time to time by the Executive Council in accordance with the views of membership and to suit the most efficient operation of the Union.
- (b) The members of the Union shall be divided into the following Divisions:
- (i). Offshore Division: The Offshore Division shall consist of members employed on vessels trading overseas, interstate, intrastate, tugs or tug/barge operations, dredging, offshore hydrocarbon, oil and gas operations and those members engaged on craft assisting these operations.
 - (ii). Port Services Division: The Port Services Division shall consist of members engaged or employed in or in connection with Port and Marine Authorities including Port Corporations, Government Departments (including sections), Waterways and Channels Authorities, Pilotage Services, Stevedoring, Harbour craft on or about inland and coastal waterways, bays, harbours, ports and rivers and not covered by 27 (b) (i).
- (c) Where a Works Council has been established in a workplace under the terms and conditions contained in their Enterprise Agreement or any other employment agreement the respective Divisional Secretary will ensure that sufficient union resources are available to coordinate and assist in achieving their industrial and professional objectives.
- (d) When negotiating new agreements the AMOU official responsible for that workplace and the Works Council will determine the most appropriate way to conduct the negotiations and the level of participation by the official and Works Council.
- (e) Industrial agreements and other industrial instruments can only be negotiated and registered after such agreement has been approved by members affected by such industrial agreement or industrial instrument by vote or by postal ballot.
- (f) A Works Council may submit matters to their Divisional Delegate for consideration by the Executive Council.

SECTION VI - AREAS

28 - AREAS

- (a) The Union shall be divided into 3 Areas:
- (i). the Eastern Area that shall consist of the States of New South Wales and Queensland;
 - (ii). the Southern Area that shall consist of the States of Victoria, South Australia and Tasmania;
 - (iii). the Western Area that shall consist of the State of Western Australia and the Northern Territory.
- (b) The Areas may be varied, reorganised or amalgamated by the Executive Council in accordance with these Rules and the Act.

(c) Management: The management of the affairs of the Union in each Area shall be subject to these Rules and to any proper direction by the Area membership. The Area shall determine the administrative requirements of the Area, which shall include collecting fees, maintaining budgets, conducting meetings, and attending to the servicing of members.

(d) Designation: Each Area shall be called by the name of the Union together with the name of the Area in which it is established and the word "Area".

(e) Registered Office: The registered office of the Eastern Area shall be located in Sydney, the Southern Area in Melbourne and the Western Area in Fremantle or at such place or places as Executive Council may from time to time determine.

(f) Area Executive: The Area Executive shall consist of three persons who are referred to in Sub-Rule (g) of this Rule.

(g) Officers of the Area: The Officers of the Area shall be an Area President, Area Vice President and Area Secretary.

(h) Powers and Duties of Area Executive: Each Area Executive shall be subject to the direction of and shall report to the Executive Council on the activities of the Area. Between meetings of the Executive Council the Area Executive shall report to the President. An Area Executive shall:

(i). meet at least half yearly and transact the business of the Area, supervise and pay all expenditure as authorised by the Treasurer, periodically review and generally watch over the interests of the Union and its members.

(ii). in the first quarter of each year the Area President shall present to the members attached to the Area, a full report of the business of the preceding year in such manner as the President may determine.

SECTION VII - INDUSTRIAL MANAGEMENT, DISPUTES & LEGAL PROCEEDINGS

29 - PERSON TO SUE AND BE SUED

(a) The President shall be the registered officer of the Union, and shall be the person to sue and be sued on its behalf and in its name.

(b) The Executive Council may appoint at any time and from time to time any officer or person to sue or defend in any matter on behalf of the Union.

(c) The President (or Officer or Employee of the Union, if authorised in writing by the President), shall have power, on behalf and in the name of the Union, to take any proceedings, lay any information or complaint, or do any other act, matter or thing which the Union may do under the provisions of the Act, concerning the enforcement of awards or agreements under the Act or the carrying out of any provisions of the said Act or any other State Industrial Relations Act or similar Act by whatever title it is cited.

30 - INDUSTRIAL DISPUTES

(a) Industrial disputes may be submitted to any Commission, or any other Industrial Authority by and on behalf of the Union by the President or such person or persons as the Executive Council shall authorise.

(b) Whenever an industrial dispute arises in a Division or Area or sector in respect of which the Area is constituted, the Divisional Secretary or Secretary of the Area concerned shall forthwith advise the President of the same.

SECTION VIII - THE REPEAL, ALTERATION OF AND ADDITION TO THE RULES

31 - ALTERATIONS TO THE RULES

(a) These Rules may, subject to (d) of this Rule, be altered or deleted or new Rules made by a resolution of a majority of members present in person at any meeting of the Executive Council subject to the alteration or deletion being approved by a Referendum of financial members.

(b) The President shall, if 150 financial members petition him, submit an amendment to the Rules directly to the membership and, if passed by a majority vote, the alteration shall be carried without further approval of the Executive Council.

(c) Notification of any alterations to the Rules shall be published in an official National publication of the Union, within two months of the alterations being certified by a Registrar under the Act, advising members that full details of the alterations to the Rules may be obtained at the Registered Offices of the Union and its Areas or will be forwarded to any member on application.

(d) Rule 6, Parts 1 and 2 may be altered by Resolution of at least 80% of the Executive Council members as prescribed in Rule 19(a).

SECTION IX - MEETINGS

32 - SUMMONING MEETINGS

The following officers shall be responsible for the summoning of meetings as described hereunder:

(i) in the case of the "Report on Executive Council Meeting", the President shall notify in writing those entitled to attend such meetings;

(ii) in the case of Area Meetings, the Area President shall notify in writing those entitled to attend such meetings.

33 - QUORUMS

(a) Quorums for meetings of the Union shall be as:

(i) At any meeting of Executive Council - 80% of members in person, by any other modern means of communication which enables the member to take part in the debate and record a vote.

(ii) At any meeting of an Area Executive - two members.

(iii) At any "Report on Executive Council Meeting"- twenty members.

(iv) At any Area meeting - fifteen members.

(b). If at any Meeting for Executive Council Report or Area meeting there is no quorum at the expiration of fifteen minutes after the time fixed for the commencement of the meeting, such meeting shall proceed and those present shall be deemed to be a quorum.

34 – MEETINGS FOR EXECUTIVE COUNCIL REPORT

(a) These meetings shall be held in April of each year to receive and approve the auditors report, report of the Executive Council, the previous twelve months activities with other meetings being held in August and December if required.

(b) By a decision of the Executive Council, the President shall call "Meeting for Executive Council Report" to members attached to all Areas at a time and place in each area to be determined by the Executive Council provided that any such meetings shall be held within twenty (20) days of such decision.

(c) All members of the Union employed in the Areas shall be given at least seven clear days notice of such meetings, and the matters to be considered thereat shall be stated in the said notice.

(d) The decisions of "Meeting for Executive Council Report" reached by an aggregated vote shall be binding upon the Executive Council, Officers of the Area or Areas and members.

35 - AREA MEETING

(a) On the written requisition of not less than twenty-five financial members attached to an Area, or two per centum of the total membership attached to the Area whichever is the greater, setting out the matters to be considered by such meeting, or by resolution of the Area Executive or Executive Council, the Area President shall call an Area Meeting

of the members attached to the Area of a time and place to be determined by the Area Executive, provided that such meeting shall be held within twenty days of receipt by the Area President of such requisition or the passing of such resolution.

(b) The Area Meeting shall have the power to review decisions of the Area Executive on any matter. The Area Meeting shall have power to give any directions to the Officers of the Area Executive which directions shall be observed subject to the decisions of Executive Council, these Rules and the Act.

(c) All members of the Union employed in the Area shall be given at least seven days notice of such meeting, and the matters to be considered thereat shall be stated in the said notice.

SECTION X - MISCELLANEOUS

36 - SEAL

(a) The Union shall have a Common Seal, which shall be kept in the custody of the President.

(b) Any document required by law to be under seal may be executed on behalf of the Union, pursuant to a resolution of Executive Council, by and under the hand of the President or other nominated person.

(c) Any document required by the Act to be under seal shall be executed on behalf of the Union by affixing the seal of the Union thereto and by being signed by the President or other nominated person.

(d) Any document otherwise required by law to be under seal shall be executed on behalf of the Union under the seal of the Union which shall be affixed to such documents pursuant to a resolution of Executive Council and shall be attested by and under the hands of the President or other nominated person.

(e) The person or persons nominated by the Executive Council to perform the duties of the President shall be recorded in the Executive Council minutes detailing any instructions or limitations on its use.

(f) A record of the use of the seal shall be kept and tabled at each Executive Council meeting.

37 - ELECTIONS

Elections shall be conducted by the Australian Electoral Commission in accordance with the Workplace Relations Act 1996, unless an exemption is granted in accordance with the Act. Subject to any direction to the contrary by the Returning Officer duly appointed by the Australian Electoral Commission, elections shall be conducted in accordance with these Rules.

38 - REMOVAL OF OFFICERS

(a) Where the Executive Council, at a special meeting called for that purpose, finds any Officer of the Union guilty, in accordance with these Rules, of misappropriation of the funds of the Union, or a substantial breach of the Rules of the Union, or gross misbehaviour or gross neglect of duty, or finds that such an Officer is not eligible or has ceased under the Rules to be eligible to hold such office, it may, by resolution suspend or remove the Officer from such office. An Officer will cease to be eligible to hold office if the Officer is declared medically unfit to carry out the duties of that office.

(b) No such resolution shall be moved at a meeting of the Executive Council unless the Officer concerned has been given adequate notice of intention to move the resolution, particulars of the matter alleged against the Officer and an opportunity to show cause, either orally or in writing to Executive Council why the resolution should not be passed.

39 - REFERENDUM

(a) The President:

(i) shall upon receipt of a petition signed by not less than five (5) per centum of financial members of the Union properly specifying the matter or matters to be determined; or

(ii) if directed by the Executive Council;

submit the matter or matters directly to the membership to be determined by the majority vote.

(b) Any Referendum shall be had or taken by submitting in writing to each member a ballot paper on which the subject matter upon which a vote is sought shall appear. Such ballot paper shall be submitted to members in such a manner as is provided by these Rules in the case of service of notices. Four weeks prior to the ballot taking place the reasons for the Referendum shall be circulated to all financial members by those seeking the ballot by way of Union Journal or Circular. The ballot paper shall be in such form as the Executive Council shall decide. Each member shall mark his ballot paper in the manner indicated thereon according to his views. The member shall return the ballot paper under cover of an envelope marked "Referendum" by prepaid post or personally properly addressed to the National Returning Officer so that it may be received by it on or before a day to be stated for the close of the ballot. The non-receipt of a ballot paper or the non-return thereof by any member or members shall not invalidate a Referendum. All informal votes shall be rejected. An informal vote for the purpose of these Rules shall be one that is not cast in the form prescribed by the National Returning Officer, in instituting the ballot.

(c) Where a Referendum of members is called under these Rules, the National Returning Officer shall conduct the ballot and apply the elections Rule so far as it is applicable in the conduct of the Referendum and shall take such other steps as may be required to ensure a secret ballot and fair result.

40- DISSOLUTION OF UNION

The Executive Council may by resolution direct the submission of the question of dissolution of the organisation to a vote of the whole membership of the Union, and if, on the taking of the said vote, a two-thirds majority of the whole number of financial members vote in favour of such dissolution, the Union shall be dissolved, and the Executive Council shall cause all funds and property remaining after payment of liabilities to be divided equally amongst the financial members of the Union.

41 - RULES OF DEBATE

At all meetings of the Union, the following Rules of Debate shall apply:-

- (a) The first member who attracts the attention of the Chairperson shall have precedence in speaking.
- (b) Members addressing the meeting shall direct their discourse to the Chairperson.
- (c) No discussion shall take place on any motion unless such motion is duly proposed and seconded. Any number of amendments may be proposed and discussed simultaneously with original motion.
- (d) When a motion has been duly proposed and seconded, the Chairperson shall at once proceed to take the votes thereon, unless some member rises to oppose it or to propose an amendment, but no amendment shall be in order unless notice be given to move same before the proposer of the resolution has replied.
- (e) No more than two members shall 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 shall at once be put to the meeting.
- (f) It shall be competent at any time during a debate for a member who has not already spoken to the question before the Chair to move without discussion: "That the question be now put", which on being duly seconded and carried, shall entail the submission of the motion at once to the meeting after the mover of the original motion has replied.
- (g) No member, except the mover, shall speak more than once on the same motion except in explanation.
- (h) No member shall be allowed more than five minutes to speak to a motion unless with the concurrence of the meeting.
- (i) The mover only shall have privilege of reply, after which the motion shall be forthwith put to the meeting.
- (j) Questions of order shall be decided by the Chairperson, whose ruling shall be final unless it is challenged by a formal motion submitted to the meeting.
- (k) The Chairperson for the time being may speak only on questions in which the interests of the AMOU or the office the Chairperson represents are directly involved. In the event of the Chairperson desiring to speak on any question, the Chairperson shall vacate the Chair while the matter is under consideration.

(l) Should any question have occupied the attention of the meeting for fifteen minutes, the discussion on such question shall be deemed to have closed and the Chairperson shall forthwith call on the mover to reply unless the meeting decides by resolution (carried by a majority of the members present) to continue the discussion of the matter in question.

(m) An amendment to a motion being carried, the amendment then becomes the motion, and shall be forthwith put to the meeting.

(n) When, in the opinion of members present, any matter or proceeding should be considered in Committee a motion to that effect may be submitted at any stage and, if carried, the meeting shall resolve into Committee.

(o) Moving dissent from Chairpersons Ruling

(i) Any delegate dissatisfied with the ruling of the Chairperson may move a motion of dissent as follows: "That the Chairperson's ruling be dissented from".

(ii) The motion shall then be put to the meeting by the Vice-Chairperson, without discussion, in the following manner:-

(iii) The question is:

"That the Chairperson's ruling be upheld".

Those in favour of upholding the Chairperson's ruling say "Aye". Those against the Chairperson's ruling being upheld say "No".

(iv) The mover only shall speak on the motion, except the Chairperson, who may explain his reasons for the ruling given. The Vice-Chairperson shall not give a ruling on the question involved in the Chairperson's ruling.

(v) The Chairperson's ruling shall only be dissented from by a direct appeal to the meeting, the question being put by the Vice-Chairperson without a discussion.

(p) Divisions

At all meetings of the Union the voting shall proceed by show of hands; but in the event of a vote being carried by a narrow majority, any five members present may demand a division.

(q) Motion for adjournment

A motion for the adjournment of any business or of any meeting may be proposed without discussion at any time during such meeting and shall at once be put to the meeting by the Chairperson. Such adjournment shall follow if carried by a vote of the members present.

42 - LOANS, GRANTS AND DONATIONS

A loan, grant or donation of an amount exceeding \$1,000.00 shall not be made by the Union unless Executive Council:

(a) has satisfied itself:

(i) that the making of the loan, grant or donation would be in accordance with the other rules of the Union;

(ii) in relation to a loan - that in the circumstances, the security proposed to be given for the repayment of the loan is adequate and the proposed arrangements for the repayment of the loan are satisfactory; and

(b) has approved the making of the loan, grant or donation.

43 - YEARLY AUDIT

An auditor being a competent person as required by the Workplace Relations Act 1996 shall be appointed by the Executive Council. The auditor shall each year audit the books and accounts of the union and certify to the annual balance sheet and submit a report of such audit to the Executive Council as the case may be. All officers of the union shall give the Auditor full and complete access to all of the books and documents of the union. The financial year shall be from January 1 to December 31.

SECTION XI - ELECTIONS

44 - ELECTIONS TO OFFICE

- (a) Elections shall be conducted by way of secret postal ballot of financial members of the Union only.
- (b) The President, Vice President and each of the two National Delegates shall be elected by all financial members of the Union irrespective of Area.
- (c) Divisional Delegates shall be elected by all of the financial members of the respective Division. The number of Divisional Delegates is determined on the basis of one Divisional Delegate for each 900 Financial members or part thereof of the respective Division.
- (d) Each of the Area Presidents, Area Vice Presidents and Area Secretaries shall be elected by and from the Financial members of the respective Area.
- (e) Office: For the purpose of this Rule, "Office" means the Office of : President, Vice President, National Delegate, Divisional Delegate, and each of the Area President, Area Vice President, Area Secretary of the Eastern, Southern and Western Areas.

45 - TERMS OF OFFICE

The term of office will be four years and each officer shall take office from the declaration of their election and shall hold office until successors thereto have been elected and take office.

46 - QUALIFICATIONS AND PROCEDURE TO NOMINATE FOR OFFICE

- (a) Any nominee for any office in the Union shall be a Financial member of the Union. Such member must be employed or be usually employed within the industry to be elected or appointed to any office in the Union. In the case an Area representative a nominee must be a member of the appropriate Area. In the case of a Divisional Delegate a nominee must be a member of the appropriate Division.
- (b) Nominations must be in writing and be signed by the nominee and must clearly set out the position(s) for which the nominee proposes to stand. Each nomination shall be endorsed in writing by any three other Financial members.

47 - CONDUCT OF ELECTIONS

- (a) Who to Conduct Elections: The Executive Council at its meeting preceding each election required by these Rules shall request the Australian Electoral Commission to conduct its elections unless an application is made and granted in accordance with the Act for the organisation or an Area to conduct its own elections in which case the Executive Council or Area Executive shall appoint a Returning Officer, such a Returning Officer shall be neither the holder of any office nor employee of the Union or any Area of the Union.
- (b) Roll of Voters: The Roll of Voters shall close on the second last Friday in March.
- (c) Calling for Nominations: Nominations for all positions of the Executive Council and Area Executive shall be called by the Returning Officer who shall send to each member of the respective Area and Division of the Union a notice setting out the position(s) to be balloted for and the opening and closing dates of nominations.

- (d) Opening and closing of nominations: Nominations open on the first Monday in April and close at 1630 on the third Monday in May.
- (e) Verification of nominees eligibility to stand: As soon as practicable following the close of nominations, the Returning Officer shall examine the records of the Union and where relevant verify the Financial Status of the nominee and the endorsees. If there be only one candidate for any office the Returning Officer will declare him elected to that office by forwarding him a letter to that effect and sending a copy to the President and or the Area President as the case may require. If there be more than one nomination for any position a ballot shall be held in accordance with the Rules.
- (f) Defective nominations: If the Returning Officer finds a nomination to be defective, the Returning Officer shall before rejecting the nomination, notify the person concerned of the defect and where it is practicable in the opinion of the Returning Officer to do so, give him the opportunity of remedying the defect within such period as is applicable under the Rules, which shall, where practicable, be not less than seven days after his being so notified.
- (g) Returning Officer: The Returning Officer shall ascertain from the records of the Union the number of members eligible to vote for officers of the Union and shall arrange for ballot papers to be printed in sufficient numbers to afford each Financial member a vote. The Returning Officer shall initial each ballot paper or make arrangements for a similar device to ensure the security of the ballot. Each ballot paper shall indicate clearly the method of voting which shall be a "first past the post" method of voting. Names shall be set out by ballot draw by the Returning Officer.
- (h) Absent Voters: If a member who is entitled to vote at any election held under the Rules will be absent from the member's usual address during a ballot, such member may apply to the Returning Officer for a ballot paper to be sent to an address such member nominates.
- (i) Opening and closing times for ballot: The ballot shall open on the third Monday in June of the year of the ballot and close at 1630 on the second Monday in August.
- (j).. Dispatch of ballot papers: Each Financial member shall have posted to their address, appearing in the Register of Members a ballot paper for any election necessary, together with declaration and prepaid envelopes addressed to the Returning Officer at a post office box obtained by the Returning Officer for purposes of the ballot. The declaration and prepaid envelopes shall be in the forms prescribed by the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003.
- (k) Counting of ballot: As soon as practicable after the close of the ballot the Returning Officer shall collect all ballot papers returned and proceed to count the ballot. The candidate receiving the highest number of votes for each position to be filled shall be declared elected. The order of election shall be: President, Vice-Presidents, National Delegates, Divisional Delegates State Secretary, State President and State Vice President. Where a candidate is standing for more than one office in the Union, that candidate, upon obtaining the highest number of votes to an office in accordance with the Order of Election shall be declared elected to that office; and that candidate shall not be further considered, with any votes in favour of that candidate for any other officer further down the Order of Election, being disregarded. The Returning Officer shall declare the results of the ballot by posting a certificate of the result to all candidates in the ballot within one week of the close of the count in the ballot. Voting shall be secret and the Returning Officer will take all steps necessary at every stage of the ballot to avoid irregularities in the ballot.
- (l) Scrutineers: Each candidate in any ballot conducted under the Rules may appoint a Scrutineer. A Scrutineer may be present with the Returning Officer at all stages of the ballot including the despatch and collection of ballot papers and the opening and counting of ballot papers. A Scrutineer may object to the inclusion or exclusion of any person on the Roll of Voters and may examine any ballot paper or envelope and may object to the method of counting or the inclusion or exclusion of any vote in the count. Any such objection shall be made to the Returning Officer whose ruling thereon shall be final. A Scrutineer shall conform with any times fixed by the Returning Officer for the conduct of any step in a ballot and shall not be entitled to remove, alter or deface any ballot paper or obstruct the Returning Officer in any way.
- (m) Tied vote: In the event of an equality of votes between two or more candidates the Returning Officer shall determine the issue by Lot.

48 - EXTRAORDINARY VACANCIES

(a) Where a casual or extraordinary vacancy occurs in any Office within the Union for any reason, the vacancy may be filled by appointment by the Executive Council provided that the unexpired part of the term of Office as does not exceed:

- (i) twelve (12) months; or
- (ii) three quarters of the term of Office;

whichever is the greater. The person so appointed is to hold office for the remainder of the term.

(b) Where a casual or extraordinary vacancy occurs in any Office within the Union and the unexpired part of the term exceeds that specified above, then the Office shall be filled by an ordinary election in accordance with the Rules of the Union, in so far as they are capable of application, for the balance of the term of Office.

(c) Where pending the filling of a vacancy pursuant to this Rule, or while a regular office holder is absent or incapacitated, it is necessary for the proper conduct of business that some person perform the duties of such Office, the Executive Council may appoint an acting Officer.

SCHEDULE 1

MEMBERSHIP APPLICATION

THE AUSTRALIAN MARITIME OFFICERS UNION

To the President
The Australian Maritime Officers' Union
5th Floor, 377 Sussex Street
Sydney NSW 2000
Postal Address: P.O. Box 407
Haymarket NSW 1240

I hereby acknowledge receipt of the rules of The Australian Maritime Officers' Union and I agree and undertake to be bound by and comply with the Rules of The Australian Maritime Officers' Union together with the Regulations, By-Laws and Resolutions of the said Union.

DATED this day of

SIGNATURE OF APPLICANT MEMBER

PROPOSED BY:.....MEMBERSHIP NO:.....

SECONDED BY:.....MEMBERSHIP NO:.....

Name of Applicant in Full
(Block Letters)

Address of Applicant

Telephone (home).....

Telephone (mobile).....

Email.....

Date and Place of Birth:

Employer:.....

Address of employer:

Ship, Port or Location where employed:

Qualification and/or Position Held (Describe).....

.....

Issued at:..... Date Issued:.....

Issued by:.....

Date of Application for Membership:.....

Date of Election to Membership:.....

Area:..... Section:.....

Membership Number:.....

ENTRANCE FEE AND ANNUAL SUBSCRIPTION PAYABLE IN ADVANCE – AS PER RULE NO. 13

END OF RULES