

Charter of the CPSU Southern Cross University Branch

(Established under rule 30 of the Public Service Association of New South Wales)

Title

The Workplace Group shall be known as the **CPSU, the General Staff Union, Southern Cross University Branch**, and shall consist of all members of the Union employed by Southern Cross University and any related bodies corporate of Southern Cross University.

Aim of the Branch

The aim of the Branch is to:

- provide a strong and organised workplace union structure,
- grow the CPSU and build workplace union power,
- promote the principles of EEO, OH&S and welfare rights, of members,
- negotiate, improve and protect members' employment conditions,
- represent members with issues affecting their employment,
- advocate and campaign for the interests of the broader labour movement,
- recruit members to the Union with the aim to achieve 100% density,
- refer members to the various services provided by the Union,
- advise the Higher Education Representative Council (HERC) on the interests of members,
- support equitable treatment and natural justice throughout the University.

Sub-Branches

Sub-Branches may be established in work areas, Divisions or campuses, with the support of the Main Branch. Sub-Branches will report to the Main Branch as required.

Ordinary General Meetings of the Branch

General Meetings of the Branch shall be convened by the Branch President and Secretary at times and for purposes agreed by the Branch Committee.

Special General Meetings of the Branch

Special General Meetings of the Branch shall be convened by the Branch President and Secretary within ten working days of receipt of a written requisition signed by at least ten members of the Branch, such requisition shall state the purpose for which such a meeting has been requested, and the agenda shall be

limited to the matters stated in the requisition.

Annual General Meeting

The Annual General Meeting of the CPSU Southern Cross University Branch shall be held in the months of March or April on a date to be fixed by the Branch President and Secretary. The Annual General Meeting shall be convened by the Branch President and Secretary with at least ten (10) working days notice. A quorum shall consist of eight (8) members.

The order of business at the Annual General Meeting shall be:

1. Apologies
2. Confirmation of previous Annual General meeting minutes
3. Report on behalf of the Committee
4. Election of Returning Officer (if required)
5. Election of officers
6. Motions of which notice has been given
7. General Business.

The Branch Committee

The Annual General Meeting of the Branch shall elect a committee consisting of the following officers:

1. President, who will, inter alia, preside at meetings of the Branch and the Branch Committee
2. Vice-President, who will, inter alia, deputise for the Branch President
3. Secretary, who will, inter alia, keep the minutes of all meetings of the Branch and of the Committee
4. Assistant Secretary, who will, inter alia, assist and deputise for the Secretary
5. Women's Officer, who will, inter alia, promote the interests of women members of the Branch
6. Indigenous Officer, who will, inter alia, promote the interests of Indigenous members of the Branch
7. Membership Registrar, who will keep a register of all members of the Branch
8. Members of the Higher Education Representative Council (HERC), as determined by the constitution of that body, who may also hold other offices in the Branch Committee.
9. Committee Members, representing the organisational units of the University in which the Branch has members.

10. Such other Committee members as may be determined by the Branch from time to time.

The Women's Officer shall be elected by the women present at the meeting, the men present shall not vote in the election of the Women's Officer.

The Indigenous Officer shall be elected by the indigenous members present at the meeting.

The Executive of the Branch shall consist of the President, Vice-President, Secretary, Assistant Secretary, Membership Registrar, Women's Officer and Indigenous Officer.

The Branch Committee will meet on a regular basis and inform and update members on current issues.

The Branch Committee shall not determine matters which impact on the wider Higher education industry but will refer such matters to the HERC.

Subject to direction by the General Meetings of the Branch the Committee will conduct the business of the Branch between General Meetings.

The quorum for meetings of the Branch Committee shall be five (5) of its members. Any member of the Branch may also attend as an observer with rights of audience and debate.

The order of business of the Branch Committee Meeting shall aim to include:

1. Minutes, Action Report and Business Arising,
2. Correspondence
3. Industrial Report
4. Reports from Meetings Attended by Members
5. General business

Reports shall normally be circulated in written form, together with the Agenda and the Minutes of the previous meeting, at least two working days before a meeting of the Branch Committee.

The circulation list for the Agenda and Minutes of Branch Committee meetings shall include all of the members of the Branch Committee, the Secretary of the Higher

Education Representative Council, and the industrial staff of the Union with responsibility for the Branch.

Casual vacancy

Casual vacancies of Branch Committee positions may be filled at the direction of the Committee until they can be confirmed at the next General Meeting.

This Charter is to be read in conjunction with *Rule 30* and *Chapter F - General By-Law for Workplace Groups* of the Public Service Association of New South Wales Rules and By Laws.