

LIFT ENGINEERING SOCIETY OF AUSTRALIA

January, 1984

Dear Sir

The first Annual General Meeting of the Society is to be held at Sir Robert Peel Hotel, 113 Wellington Road, Collingwood on 15th February, 1984 commencing at 6.00 p.m., we shall gather socially beforehand at 5.30 p.m.

Enclosed is a copy of the Constitution and Rules of the Society, and incorporating the most recent amendments from the General Meeting of the 16th November, 1983 and in addition the proposed duties of the Honorary Secretary-Treasurer, his Assistant and Banking rule. These latter items are necessary to allow full banking arrangements to be completed. They are subject to final ratification but are similar to rules of other Societies etc.

In addition, enclosed is a "Nomination" Form for proposed Committee Members - please note the return date of 31st January, 1984.

Your attendance at the A.G.M. is important and to assist with catering please confirm to either myself or Norm Ferguson on 624101, of your attendance.

Regards,



AL PILLEY

ANNUAL GENERAL MEETING OF LIFT ENGINEERING SOCIETY OF AUSTRALIA

A G E N D A

1. Welcome - Apologies
2. Call for scrutineers for ballot
3. Notice of Nominations and ballot for election of Officers of the Society.
4. Standing down of the interim steering executive
5. Constitution and Rules
6. Any other matters
7. Next General Meeting

# LIFT ENGINEERING SOCIETY OF AUSTRALIA

## CONSTITUTION AND RULES

### 1. TITLE

The title of the Society shall be "Lift Engineering Society of Australia" hereinafter referred to as "the Society".

### 2. OBJECTIVES

- (a) To foster safety in design, installation and use of lifts, escalators, moving walkways and like equipment.
- (b) To encourage the acquisition and interchange of technical knowledge freely given.
- (c) To co-operate with others having similar aims and objectives.
- (d) To promote correct selection, specification of equipment, operating standard and performance in the design of premises.
- (e) To assess proposed and existing Government Regulations and provide 'feedback' as considered appropriate.
- (f) To receive papers prepared by members and guest speakers.
- (g) The Society to meet at regular intervals for the purpose of achieving its aims and objectives.
- (h) The Society shall encourage technological development of lifts, escalators, moving walkways and like equipment.
- (i) The Society may comment on matters affecting public interest.

### 3. RULES

- (a) No person, practice, firm, company or organization shall use their membership of the Society with a view to individual, commercial or corporate advantage, whether measured by monetary or other means.
- (b) The Society shall be entirely self supporting but shall not seek monetary gain for any advice given.

(iii) Members shall abide by the Rules and Principles of the Society.

(f) APPLICATION FOR MEMBERSHIP Any person seeking admission to Membership of the Society shall lodge with the Honorary Secretary or Secretary a written application on such form as the Executive Council may from time to time prescribe and shall furnish such evidence or qualifications as the Council may require. The Executive Council may in its absolute discretion grant or refuse such application without assigning any reason.

(g) SUSPENSION OR CANCELLATION OF MEMBERSHIP The Executive Council may, at its absolute discretion, suspend the Membership of any person for conduct prejudicial to the objects of the Society for such period as it deems fit.

Members whose subscriptions are six months overdue shall be placed on the suspended list for three months, but may resign in good standing or continue their membership, by payment of dues.

If, at the expiration of this period, the subscriptions are still unpaid such Members shall be removed from the register, proper notice of the impending action having been given to the Member concerned.

During the period of suspension Members shall forfeit all privileges.

## 5. EXECUTIVE COUNCIL

(a) The affairs of the Society shall be directed by an Executive Council consisting of the President of the Society, the immediate Past President, the Honorary Secretary-Treasurer, and three other Members.

The panel of members eligible for election to the Executive shall be drawn up with a view of securing so far as is practicable, equal representation of the various interests in the Society. The Immediate Past President shall be a Member of the Executive Council ex-officio, for only the year immediately following his retirement from the Presidency, but, thereafter, will be eligible for nomination and election to the Council.

A Secretary-Treasurer can be elected in lieu of an Honorary Secretary-Treasurer, but would not be a member of the Executive Council.

The Executive-Council shall have the power to co-opt up to three additional Members for such periods within its own term as it deems fit, and co-opted Members shall have the same rights as Elected Members.

Any Member of the Executive Council absenting himself from the regular meetings of the Council for a period of three consecutive meetings without special leave of absence from such Council, shall cease to be a member of the Executive Council.

(b) EXECUTIVE COUNCIL MEETINGS A Meeting of the Executive shall be held at least two weeks prior to the General Meetings but, subject as aforesaid, the Members of the Executive Council

4. MEMBERSHIP

- (a) There shall be three (3) grades of membership to the Society
  - (i) Member
  - (ii) Associate Member
  - (iii) Life Member

CLASSIFICATIONS OF MEMBERSHIP

(b) MEMBER Any person of good standing who has been engaged full time in Lift Engineering for a minimum of five (5) consecutive years or whose part time duties relate to Lift Engineering and has been engaged in that capacity for a minimum of seven (7) consecutive years. During this time the person should have been regularly engaged in or responsible for either the selection, specification, design, engineering inspection or supervision of installation and or maintenance of lifts, escalators, moving walkways or other like equipment.

Members receive a Certificate of Membership from the Society and are entitled to use the letters M.L.E.S. (Aust.)

(c) ASSOCIATE MEMBER Any person who has a responsible position in an organization directly or indirectly associated with Lift Engineering, or any person of standing in the community who desires to co-operate with the Society in their aims and objectives.

An Associate Member shall not be eligible to vote on any matters relating to the Constitution or Rules of the Society.

An Associate Member shall not be eligible to vote or stand for the position of President or Secretary of the Society or membership of the Executive Council.

An Associate Member may, from time to time, be co-opted to the Executive Council but in any case this period shall not exceed 12 consecutive months.

An Associate Member may apply to become a Member after ten years or be invited to apply prior to the full period by the membership sub-committee.

(d) LIFE MEMBER The Society Executive or Membership sub-committee shall have the power to recommend life membership for any person at an annual general meeting, which shall be resolved by a ballot of the members, and shall require a majority of two thirds of votes received.

(e) CONDITIONS OF MEMBERSHIP

- (i) No Member shall promote any point of view or practise for political purposes.
- (ii) No Member shall use the Society or its forum to lobby for any other organization or group.

may meet for the discharge of business, adjourn, and otherwise regulate their meetings as they think fit.

Special Meetings:

The President may at any time, and the Honorary Secretary-Treasurer or Secretary-Treasurer shall, whenever so directed by the President or any other two Members of the Executive Council, convene a Meeting of such Council.

(c) QUORUM At any Executive Council Meeting four (4) members shall form a Quorum.

(d) ELECTION OF EXECUTIVE COUNCIL & OFFICERS Only financial persons of the grade "Member" shall be eligible for election to the Executive Council. All Members of the Executive Council shall retire at the Annual General Meeting.

Members of the Executive Council shall hold office until their successors have been elected and installed.

The retiring office bearers shall be eligible for nomination and re-election for a further term.

Nominations shall be received one month before the Annual General Meeting.

Nomination forms are to be appended to the notice of meeting.

Absent members may be nominated and elected only if they have notified the Honorary Secretary-Treasurer in writing of their availability.

Vacancies occurring before the Annual General Election may be filled for the remainder of the term at the discretion of the Executive Council. The President, Honorary Secretary-Treasurer, and the other Council Members shall be elected by secret ballot at the Annual General Meeting. Two scrutineers of known integrity, not necessarily Members, shall be appointed to distribute and collect ballot papers, to count the votes, and to present the results to the President.

Only financial members of the grade "Member" shall be eligible to nominate to second, and to vote.

The Vice-President and Assistant Secretary-Treasurer shall be elected annually by the Executive Council from their own number. A correspondence Secretary may be elected at their discretion.

6. MEETINGS

(a) GENERAL MEETINGS The Executive Council shall arrange a programme of Meetings to be held at least four times per year between February and November. The Meetings can be in the form of lectures from Members or invited guests, panel discussions, introduction of new equipment or symposium.

(b) ANNUAL GENERAL MEETING An Annual General Meeting shall be held in February in every year. The Annual General Meeting shall be for the purpose of electing Office Bearers and amending the Constitution of the Society if required.

(c) SPECIAL GENERAL MEETING The Executive Council may at any time, and shall on the requisition of any ten Members eligible to vote, call a Special General Meeting of the Society.

Any such requisition shall give written notice of the object of the meeting, and such Special General Meeting shall be held within 28 days after such requisition shall have been lodged with the Honorary Secretary-Treasurer or Secretary-Treasurer.

The business of a Special General Meeting shall be restricted to the subject matter listed on the notice paper.

(d) NOTICE OF MEETINGS An agenda or notice of a meeting shall be forwarded to each Member, no less than seven (7) days prior to every meeting.

(e) QUORUM At a General Meeting 20% of Members eligible to vote or twelve such Members, whichever is the greater shall form a quorum.

(f) VOTING Only financial Members of grade "Member" and "Life Member" shall be eligible to vote. All matters shall be decided by a simple majority of eligible voting Members at the meeting except constitutional changes, which require a two thirds majority of eligible Members present.

## 7. FINANCIAL

(a) SUBSCRIPTIONS Subscription rates and joining fees shall be determined by the Executive Council and ratified by Members at an Annual General Meeting.

Any change of rates or fees shall be published in the Notice Paper.

A joining fee shall be payable for all grades of Membership. Other fees may be levied from time to time by order of the Executive Council. For any year, subscriptions become due on January 1st, and an account therefore shall be sent to every Member.

New Members elected after June 30th in any year shall pay, upon application, the joining fee and one year's subscription. They will be considered financial for the remainder of that year and for the whole of the ensuing year.

(b) DUTIES OF HONORARY SECRETARY-TREASURER OR SECRETARY-TREASURER He shall keep a true record of the Minutes of all Meetings. He shall receive and issue all communications; he shall receive all monies and keep a record of all financial transactions.

He shall issue receipt for all monies received by him and retain duplicates.

He shall deliver on demand by Auditors or Executive Council all monies, books, documents or communications held by him.

He shall pay all lawful accounts passed for payment by the Executive Council.

He shall prepare a Balance Sheet, duly audited for submission to the Executive Council with the Annual Report prior to presentation at the Annual General Meeting.

He shall occupy a conspicuous position at all meetings.

(e) DUTIES OF ASSISTANT SECRETARY-TREASURER The Assistant Secretary Treasurer shall assist the Honorary Secretary-Treasurer or Secretary-Treasurer in the carrying out of his duties.

(d) BANKING Cheques and other documents used for the withdrawal or transfer of money or property shall bear the signatures of any two of the following - President, Honorary Secretary-Treasurer, or Secretary-Treasurer, Assistant Secretary-Treasurer.

(e) FINANCIAL YEAR The financial year shall be from the 1st day of July to the 30th day of June, both inclusive.