

Manual of Policies and Procedures

Industrial Workers of the World
Australasian Regional Organising Committee

As Adopted and Amended 23rd June 2020

Section 1: ROC Privacy Policy

- 1) The Australasian ROC of the IWW and its elected officers respect the privacy of its members.
- 2) The Australasian ROC of the IWW is bound by the Australian Privacy Principles (APP) as contained in the Privacy Act 1988.
- 3) A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au.
- 4) The only information that is kept is for the undertaking of IWW Australasia union business, such things as ballots, phone outs, mail outs and the like.
- 5) The information you provide on joining the IWW, (Occupation/Industry, Name, Address, Phone Number, Email, Relevant Skills) is all that is recorded. No other information is solicited or required.
- 6) The information supplied is recorded on a secure database and only accessible by the Australasian ROC elected officers, Australasian ROC Branch Secretaries, and relevant Wales, Ireland, Scotland and England RA officers.
- 7) Please keep the ROC up to date with your personal information. Out of date information could see the Privacy act breached and correspondence sent to the wrong people.
- 8) The ROC will delete contact details, except for a member's name and X-Number, after they have ceased to be a member for 12 months
- 9) The ROC website does not collect cookies from visitors to its home page.
- 10) The ROC will contact members if privacy data is breached.
- 11) No ROC member's information is shared with third parties. Except in the case where required by law.
- 12) ROC members will be contacted by the elected officers if there are any changes or updates to this privacy policy.
- 13) If at any stage members have any complaints or queries please contact the Regional Secretary-Treasurer at secretary@iww.org.au.

Section 2: ROC Email List Rules

The ROC email list shall be governed by the following:

- 1) The ROC email list is a meeting of the Regional Organising Committee, and shall be limited to actual business before the ROC. Business is defined as motions and reports, discussion on

current motions and reports, as well as relevant "good and welfare" information and official discussions among administration officials.

2) All subscribers to the ROC email list must be current Australasian IWW members. The RST or designate will maintain a roster of subscribers eligible to read and post to the ROC email list as part of their union duties. The membership has the right to know who is subscribed to the ROC email list.

3) Posting to the ROC email list shall be unrestricted for members of the ROC Administration (Branch Representatives, the RST, and the ROC Editor). Other Australasian IWW members in good standing who wish to speak on business before the Committee may contact a Committee member or send their comments or questions directly to the Chair. All such posts will be moderated by the Chair and subject to the discretion of the Chair, consistent with parliamentary rules.

4) The Chair may suspend any user of the ROC email list for up to 30 days for repeatedly posting personal attacks or otherwise disrupting the list with material not relevant to the business of the administration. A suspended or unsubscribed ROC member may still file votes and official reports by sending the report to the chair, who will forward them to the list.

5) All rulings of the Chair regarding email list decorum are subject to appeal by a majority vote of the ROC.

Section 3: Working Rules of the Australasian Regional Organising Committee

1) The ROC Secretary-Treasurer shall act as Chair with all the rights and responsibilities as provided in the Constitution, rules, and regulations of this union being assigned to that person.

2) The ROC Secretary Treasurer is granted a monthly discretionary budget of \$100. Expenses from this budget must be reported monthly to the ROC email list.

3) The Chair is responsible for making a report of the business of the ROC to the membership in each quarterly Bulletin. This report shall include all motions made since the previous report and their current status, any motions which were pending as of the prior report, and how each member voted. The Chair shall record motions exactly as submitted, and refrain from using the report to express their personal opinions.

4) The Chair is expected to alert any ROC Representative who is approaching non-compliance with the working rules, no less than five and no more than ten days before such non-compliance could lead to suspension.

5) The ROC email list shall serve as an ongoing meeting of the Committee. As such, it will be used specifically to address the business of the union in an open and constructive manner.

Representatives are encouraged to refrain from responding to communications on this list which contain insults or threats, but rather to post this working rule on the list as the only response to such communications.

6) All Representatives shall be expected to make a formal report to the Committee and to the membership in each quarterly Bulletin. Each member shall be expected to supply copies of their report to the RST, and the ROC Editor at least 5 days prior to publication of the Bulletin. At least one hard copy of each report must be filed with the ROC Headquarters.

7) Any Branch Representative automatically vacates office in any of the following circumstances; if that officer ceases to be a member of the IWW in good standing; if that officer fails to file a report with the RST for more than one Bulletin, without prior leave of the Chair (provided such leave may not be unreasonably withheld) and that officer fails to file a report within ten (10) days of a direct request by the Chair; if that officer resigns the office by written notice received by the Committee or the ROC Secretary-Treasurer; if that officer is recalled from office by a ballot of members in accordance with Article Two, Section 3 of the ROC Constitution.

8) All formal ROC business shall be conducted through electronic mail. Formal ROC business may also be conducted through in person meetings or phone/online conference calls, however, votes on motions will not be given effect unless made in writing. Committee members are expected to participate in quarterly meetings either in person or via phone or online method. At the quarterly meetings, committee members are expected to task each other with various facets of assisting the ROC throughout the next quarters. This includes, but is not limited to: Assigning branch contacts, reviewing the current fiscal budget and communicating with the Finance Committee about the upcoming FY budget, addressing administrative issues between the ROC and various branches, etc. Prior to quarterly meetings, a proposed meeting agenda must be prepared and circulated by the RST. Committee members may suggest items for the agenda. Minutes of the meeting proceedings will be kept by the RST, and these minutes must be approved by a motion of the ROC no later than 30 days after the conclusion of the meeting.

9) All ROC reports shall be made over e-mail, shall contain the member's initials, date of report, and "Official ROC Report" in the subject line, and conform to the following format:

Name of Member

Date of Report

Activity of the members' Branch

10) In the event that a member of the Committee realizes due to travel or temporary emergency that they will not be able to fulfil their duties for a brief period of time, they may petition the Chair, in advance, for a 30-day extension or a temporary waiver. Should a member of the Committee be temporarily unable to fulfil their duties for reasons beyond their control, the Chair should grant an emergency waiver or temporary extension.

11) All formal business and resolutions placed before the Committee will be made in the form of motions by individual Committee members. Each motion will have a voting life of 60 days, or until such time that a majority of voting Committee members has passed or defeated a motion. Vote changes will be allowed within the life of the motion.

12) It is strongly suggested that every motion be submitted to the Committee for discussion at least 48 hours before it is formally proposed. Motions for discussion shall be initialled and numbered with an asterisk "*" by their sponsor.

13) All motions for messages of solidarity, support or condemnation, must clearly state how these messages are to be disseminated (e.g., published in the ROC Bulletin, in the Direct Action newspaper, online or through correspondence). Motions requiring messages or correspondence on the part of the RST should include addresses for where these messages are to be sent.

14) Each Committee member shall be expected to record a vote of "Yes", "No", or "Abstain" on every motion. This may be done by e-mail over the ROC list, or during a quarterly meeting.

15) A majority of ROC members must vote in the affirmative to pass a motion. Should the ROC be reduced to below five members three members will be required to vote in the affirmative to pass any motion.

16) A motion need not be seconded to be considered by the Committee.

17) Each motion shall be initialled and numbered by its sponsor.

18) Amendments to motions are not allowed. Members wishing to change provisions on [of] motions may vote "no" and offer a substitute motion.

19) If two or more Committee members make an identical motion, those motions will be consolidated by the Chair as one motion, the votes consolidated, and credit given to all those making the motion.

20) A sponsor of a motion may withdraw that motion during its voting life.

21) Any Committee member may make an explanation of any vote, and any Australasian IWW member in good-standing may request an explanation of any vote to be published in the ROC Bulletin.

22) Whenever any official communication takes place between three or more members of the ROC outside the standard forum of the ROC email list, a full report of that meeting should be published on the ROC email list and made available to the general membership upon request.

23) Proposals from the ROC to be sent to referendum must be printed in the ROC Bulletin immediately preceding the November ballot.

24) ROC working rules shall be published in the ROC Bulletin in January and July.