



**Victorian Association of
Maternal & Child Health Nurses**
ANF (Vic Branch)

VICTORIAN ASSOCIATION OF MATERNAL AND CHILD HEALTH NURSES

AUSTRALIAN NURSING FEDERATION (VICTORIAN BRANCH)

RULES OF GROUP

1. NAME

The name shall be the Victorian Association of Maternal and Child Health Nurses ANF (Vic Branch).

2. OBJECTIVES

- a. To promote the professional, education, financial and social interests of maternal and child health nurses.
- b. To work in close liaison with the council of the Australian Nursing Federation (Victorian Branch).
- c. To join with other special interest groups in their endeavour to achieve all or any of the above objectives.

3. MEMBERSHIP

- a. Full membership is restricted to financial members of the Australian Nursing Federation (Victorian Branch) who are eligible to be employed as a maternal and child health nurse in Victoria with General Nurse registration and Midwifery registration with the Nursing and Midwifery Board of Australia and who also possess an accredited post graduate qualification in maternal and child health nursing.
- b. Life membership may be granted by the committee of the Victorian Association of Maternal and Child Health Nurses ANF (Vic Branch), for any member, who has made an outstanding contribution to the Victorian Association of Maternal and Child Health Nurses.
- c. Associate membership may be granted to:
 - i. Students who are currently studying Maternal and Child Health nursing.
 - ii. Victorian Maternal and Child Health Nurses who are not Australian Nursing Federation (Victorian Branch) members.
 - iii. Maternal and Child Health Nurses who have retired from paid employment.
(Associate members do not have voting rights).

- d. All Victorian Association of Maternal and Child Health Nurses decisions shall only be made by full members of the Victorian Association of Maternal and Child Health Nurses at properly constituted meetings.
- e. Any interested person who is not a member of the Victorian Association of Maternal and Child Health Nurses may attend educational sessions arranged by the Victorian Association of Maternal and Child Health Nurses but may not participate in the democratic process.
- f. The Victorian Association of Maternal and Child Health Nurses may adopt a consultative status with other groups with aims and objectives that do not conflict with those of the Australian Nursing Federation (Victorian Branch).
- g. Australian Nursing Federation (Victorian Branch) shall assist as requested with maintenance of the Victorian Association of Maternal and Child Health Nurses membership lists.
- h. A membership list including full name, address and Australian Nursing Federation (Victorian Branch) membership number shall be forwarded annually in the month of September to the Australian Nursing Federation (Victorian Branch) for record purposes.
- i. Australian Nursing Federation (Victorian Branch) shall provide assistance as requested for typing, mail-outs, photocopying and other appropriate secretarial work.
- j. Australian Nursing Federation (Victorian Branch) will assist with publication of Victorian Association of Maternal and Child Health Nurses notices in the Australian Nursing Journal or appropriate publication.

4. STRUCTURE AND MANAGEMENT

4.1 The affairs of the group shall be controlled and managed by an Executive Committee. The Executive committee shall be restricted to financial members of the Victorian Association of Maternal and Child Health Nurses and shall consist of:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Membership Secretary
- f. Website Administrator
- g. Two General Committee Members
- h. Australian Association of Maternal Child & Family Health Nurses Representatives. Representatives holding this office are not prevented from holding another position on the Executive Committee.
- i. The President and Secretary or a representative of the Australian Nursing Federation (Victorian Branch) when requested.

- 4.2** a. The Executive Committee shall be elected at the Annual General Meeting which shall be held in May or June of each year.
- b. Nominations for Members of the Executive Committee shall be in writing on the prescribed form signed by the nominator and nominee.
- c. Members of the Executive Committee shall not hold office for longer than four years consecutively.
- 4.3** The Executive Committee may appoint a salaried Administration person. To be reviewed annually.
- 4.4** All Victorian Association of Maternal and Child Health Nurses elections (if required) shall be conducted by a Returning Officer appointed by the Australian Nursing Federation (Victorian Branch) in consultation with the Victorian Association of Maternal and Child Health Nurses Executive Committee.
- 4.5** Nominations for all Victorian Association of Maternal and Child Health Nurses Executive Committee positions shall open at least one month prior to the Victorian Association of Maternal and Child Health Nurses Annual General Meeting and shall close at the commencement of voting.
- 4.6** The Victorian Association of Maternal and Child Health Nurses Executive Committee may appoint any financial members of the Victorian Association of Maternal and Child Health Nurses to fill any casual vacancies that arise for the balance of the period of office.
- 4.7** The Australian Nursing Federation (Victorian Branch) shall be notified of Victorian Association of Maternal and Child Health Nurses Executive Committee membership immediately after election and any changes occurring thereafter.
- 4.8** Standing Committees may be appointed at a General Meeting; each of such committee shall be for the purpose of assisting the Committee of Management in research on any one specific objective of the group. Standing committees shall be elected for the term of 2 years. Casual vacancies in any committee may be filled by the Executive Committee.
- 4.9** Ad hoc committees may be set up by the Executive Committee for specific purposes.
- 4.10** Each Region/Municipality may nominate a financial member of the Victorian Association of Maternal and Child Health Nurses as a representative to assist in the ongoing communication of Victorian Association of Maternal and Child Health Nurses issues to all financial members, within their nominated region.
- 4.11** The quorum necessary to transact business shall be:
- Committee Meetings – 5 members.
 - General Meetings – a simple majority

4.12 The website shall be maintained for the purpose of promoting and managing membership of the Victorian Association of Maternal and Child Health Nurses

5. FINANCE

5.1 Funds of the group shall be held in a bank account in the name of the Victorian Association of Maternal and Child Health Nurses ANF (Vic Branch).

5.2 Funds shall be disbursed for ordinary purposes by cheques signed by any two elected office bearers.

5.3 Funds for extraordinary purposes shall be disbursed by cheque signed in the same manner as above but only on a resolution passed by the Executive Committee.

5.4 The group may charge an annual subscription to cover expenses – the amount to be agreed to annually at the Annual General Meeting of members. Membership fees will be due and payable by 30 April each year.

5.5 Students in their first year of study will not be required to pay the membership fee. However, students undertaking a second **and subsequent** year of study to complete the Maternal and Child Health nursing course will be required to pay the student membership fee.

5.6 Members that renew after the renewal period has lapsed and new members that join after 30 April will be required to pay the full membership fee for the Victorian Association of Maternal and Child Health Nurses current financial year.

5.7 The Victorian Association of Maternal and Child Health Nurses shall prepare an Annual Report and Balance Sheet (audited in accordance with the provision of the Australian Conciliation and Arbitration Act Part VIII AA – Accounts and Audit in Respect of Registration Organisations) for presentation to the Victorian Association of Maternal and Child Health Nurses Annual General Meeting. The Annual Report and Balance Sheet shall be forwarded to Australian Nursing Federation (Victorian Branch) immediately after acceptance by the Victorian Association of Maternal and Child Health Nurses Annual General Meeting. When requested, Australian Nursing Federation (Victorian Branch) will provide auditing assistance.

5.8 When any Special Interest Group funds are invested in other than a Bank or Building Society Investment Funds, Australian Nursing Federation (Victorian Branch) must approve such investment.

5.9 All accounts shall be in the name of Victorian Association of Maternal and Child Health Nurses.

6. AMENDMENTS AND ALTERATIONS

The Rules of the Victorian Association of Maternal and Child Health Nurses may, in a General Meeting, be altered, provided that:

- 6.1** Fourteen (14) days notice in writing of the wording of proposed alterations is given to members.
- 6.2** Such alterations are submitted to the Australian Nursing Federation (Victorian Branch).

7. DISSOLUTION

- a. Except in so far the same is incidental to an amalgamation with another association or society, the Victorian Association of Maternal and Child Health Nurses shall not be dissolved nor its funds appropriated for any purpose other than those set forth in the Australian Nursing Federation (Victorian Branch) rules, as long as fifteen (15) members remain on the register, or until an affirmative majority vote for the dissolution shall have first been obtained by postal ballot of the financial members of the Victorian Association of Maternal and Child Health Nurses. If at any time the number of members of the Victorian Association of Maternal and Child Health Nurses shall be reduced to below fifteen (15) members, the Victorian Association of Maternal and Child Health Nurses may be dissolved by a vote of the majority of members present and entitled to vote at a meeting duly summoned for the purpose.
- b. In the event of dissolution of the group, all funds are to be entrusted to the Australian Nursing Federation (Victorian Branch) to be held in safe keeping for a period of five years and made available if the group is re-established. If no such group is re-formed within the said period, the money shall be returned to the Australian Nursing Federation (Victorian Branch).

8. SPECIAL CLAUSES

- a. The Australian Nursing Federation (Victorian Branch) shall consult with the Victorian Association of Maternal and Child Health Nurses.
- b. The objectives of the Victorian Association of Maternal and Child Health Nurses shall reflect policies of the Australian Nursing Federation (Victorian Branch).
- c. Any area of disagreement as to the application and / or interpretation of Special Interest Group By-Laws shall be referred to the Australian Nursing Federation (Victorian Branch).
- d. Copies of all minutes of Special Interest Group meetings are to be forwarded to Australian Nursing Federation (Victorian Branch) for record purposes.

- e. All submissions and declaration of policy made by Special Interest Groups to other organisations or bodies must be submitted to the Australian Nursing Federation (Victorian Branch) Executive for endorsement as the Special Interest Group represents Australian Nursing Federation (Victorian Branch).

Endorsed at ANF (Vic Branch) Council Meeting No. 10/2011 (8/11/11)