



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

## **VICTORIAN ASSOCIATION OF MATERNAL AND CHILD HEALTH NURSES**

**AUSTRALIAN NURSING AND MIDWIFERY FEDERATION (VICTORIAN BRANCH)**

### **RULES OF GROUP**

#### **1. NAME**

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

#### **2. OBJECTIVES**

- To promote the professional, industrial, and educational interests of Maternal and Child Health Nurses (MCH)
- To provide peer support and networking for exchange of knowledge and experience
- To raise the public profile of MCH nurses in metropolitan and rural areas
- To continue working in close liaison with Australian Nursing and Midwifery Federation (Vic Branch)
- To liaise with Department of Education and Early Childhood Development (DEECD), the Department of Human Services (DHS), the Municipal Association of Victoria (MAV) and the other related government departments on issues related to the MCH services

#### **3. MEMBERSHIP**

- a. Full membership is restricted to financial members of the Australian Nursing and Midwifery 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 ANMF (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 and Midwifery 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 and Midwifery Federation (Victorian Branch)
- g. Australian Nursing and Midwifery 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 and Midwifery Federation (Victorian Branch) membership number shall be forwarded annually in the month of September to the Australian Nursing and Midwifery Federation (Victorian Branch) for record purposes
- i. Australian Nursing and Midwifery Federation (Victorian Branch) shall provide assistance as requested for typing, mail-outs, photocopying and other appropriate secretarial work
- j. Australian Nursing and Midwifery 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. Chair
- b. Vice Chair
- c. Secretary
- d. Treasurer
- e. Membership Secretary

- f. Website Administrator
- g. Two General Committee Members
- h. Two authorised nominated representatives of the Victorian Association of Maternal and Child Health Nurses (Special Interest group of the Australian Nursing and Midwifery Federation, Victorian Branch), nominated and authorised annually by VAMCHN to represent VAMCHN in compliance with the Maternal Child and Family Health Nurses (Australian Association of Maternal Child & Family Health Nurses) Inc Rules
- i. The President and Secretary or a representative of the Australian Nursing and Midwifery Federation (Victorian Branch) when requested
- j. One Regional/ Rural Representative. Representatives holding this office are not prevented from holding another position on the Executive Committee
- k. Editor

**4.2** The Executive Committee shall be elected at the Annual General Meeting which shall be held in May or June of each year.

- a) Nominations for Members of the Executive Committee shall be in writing on the prescribed form signed by the nominator and nominee
- b) The members of the Executive Committee shall hold office for a term of two (2) years with half the executive positions open for nomination each year. The Positions of Chair, Secretary, Web administrator and one general committee member will be open for nominations in even numbered years, while the positions of Treasurer, Vice Chair, Membership Secretary and one general committee member will be open for nominations in the odd numbered years. Members of the executive committee shall not hold office for longer than four years

The two authorised nominated representatives of the Victorian Association of Maternal and Child Health Nurses (Special Interest group of the Australian Nursing and Midwifery Federation, Victorian Branch) are nominated and authorised annually by VAMCHN to represent VAMCHN in compliance with the Maternal Child and Family Health Nurses (Australian Association of Maternal Child & Family Health Nurses) Inc Rules.

**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 and Midwifery 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 and Midwifery 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 ANMF (Vic Branch)
- 5.2** Funds shall be disbursed for ordinary purposes by cheques signed by any two elected office bearers or electronic banking authorised by two nominated elected office bearers
- 5.3** Funds for extraordinary purposes shall be disbursed by cheque or electronic banking authorised by two nominated elected office bearers 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 payable by 1 May each year

Membership fees will be due and payable on 1<sup>st</sup> May. Members will be electronically invoiced

- 5.5** MCH Students will have reduced membership rates set by the Executive. Students and new members who join at the beginning of the academic year will have their membership carried over into the new financial year beginning 1st May when all membership fees are due

- 5.6** 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 and Midwifery Federation (Victorian Branch) immediately after acceptance by the Victorian Association of Maternal and Child Health Nurses Annual General Meeting. When requested, Australian Nursing and Midwifery Federation (Victorian Branch) will provide auditing assistance

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

- 5.8** 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 and Midwifery 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 and Midwifery 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 and Midwifery 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 and Midwifery Federation (Victorian Branch)

## **8. SPECIAL CLAUSES**

- a. The Australian Nursing and Midwifery 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 and Midwifery 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 and Midwifery Federation (Victorian Branch)
- d. Copies of all minutes of Special Interest Group meetings are to be forwarded to Australian Nursing Midwifery 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 and Midwifery Federation (Victorian Branch) Executive for endorsement as the Special Interest Group represents Australian Nursing and Midwifery Federation (Victorian Branch)

***Endorsed at ANMF (Vic Branch) Council Meeting No. 8/2014 (9/9/2014)***