

ANF (VIC. BRANCH)
SPECIAL INTEREST GROUP
BY-LAWS

By-Laws of the Immunisation Nurses Special Interest Group, Australian Nursing Federation
(Victorian Branch)

1. NAME

The name of the group shall be the Immunisation Nurses Special Interest Group,
(hereafter called Immunisation Nurses SIG) of the Australian Nursing Federation (Victorian
Branch) (hereafter called ANF (Vic. Branch)).

2. OBJECTS OF THE SIG

- 2.1 The Immunisation Nurses SIG is committed to achieving and promoting the professional, educational and economic interest of nurses engaged in immunisation.
- 2.2 To provide a forum for the sharing of information and ideas between members to facilitate mutually beneficial outcomes.
- 2.3 To facilitate participation in conferences, seminars and decision-making forums relevant to the interests of members and to be involved in activities to enhance the role of members.
- 2.4 To facilitate participation in special projects and research, complementary to raising awareness and issues and emerging trends relevant to members.

2.5 To raise the public profile of the Immunisation Nurses SIG and increase public and health industry awareness of the value of the immunisation nurse role.

In carrying out its purposes, the Immunisation Nurses SIG shall work co-operatively with and through the ANF and its branches and shall seek to enhance the unity among, and the profile of Immunisation Nurses SIG nurses, in a manner complementary to the activities of the ANF and its branches.

3. MEMBERSHIP

3.1 Membership of the Immunisation Nurses SIG shall be open to all financial members of the ANF (Vic. Branch) who are interested in or engaged in the practice of immunisation.

3.2 Associate membership shall be open to non ANF members.

3.3 Application for membership shall be on the standard form application. A membership list shall be maintained and forwarded annually to ANF (Vic. Branch) for its records.

3.4 Membership of the Immunisation Nurses SIG shall cease upon resignation, death, expulsion or failure of a member to pay outstanding fees within 3 months of the due date.

3.5 The Executive Committee shall have the power to expel any member for reasonable cause provided that such person shall have a right of appeal to the ANF (Vic. Branch) Council.

4. SUBSCRIPTIONS

4.1 An annual subscription shall be at such a rate as the Executive Committee may determine from time to time, subject to confirmation by a general meeting.

4.2 Subscription shall be due on the 1st day of September each year.

5. **FUNDS**

5.1 The funds shall be held in a bank account in the name of the Australian Nursing Federation (Vic. Branch) Immunisation Nurses SIG.

5.2 The funds shall be disbursed for ordinary purposes by cheques signed by two (2) elected committee members. Funds for extraordinary purposes shall be disbursed by cheque in the same manner, but only on resolution passed by the Executive Committee.

5.3 When any funds are invested in other than traditional bank investment funds, ANF (Vic. Branch) must approve such investments.

6. **MANAGEMENT**

6.1 There shall be an Executive Committee of the Immunisation Nurses SIG which shall have the responsibility for the conduct of the affairs of the Immunisation Nurses SIG.

6.2 The Executive Committee shall be restricted to members of the Immunisation Nurses SIG who are also financial members of the ANF (Vic. Branch). The Executive Committee shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Public Relations Officer

The Secretary and the Assistant Secretary of the ANF (Vic. Branch) should be ex-officio members of the Executive Committee.

6.3 The Executive Committee shall meet at least 3 times each year and a quorum shall be a simple majority of the members.

6.4 The Executive Committee may appoint any eligible member of the Immunisation Nurses SIG to fill a casual vacancy that arises for the balance of the period of office, provided that person is eligible for the office.

6.5 In circumstances where an urgent decision is required and it is not practicable for an urgent meeting to be conducted, the President, Vice-President, Secretary and one other member of the Executive Committee may make a decision, which decision must be reported to and ratified by the Executive Committee as its next scheduled meeting. A meeting of the Executive Committee may be conducted by telephone, or any other electronic or similar means by which members of the Executive Committee are able to communicate with each other without being physically present.

7. ELECTIONS

7.1 The members of the Executive Committee shall hold office for a term of 1 year.

7.2 The election of the Executive Committee shall take place at the Annual General Meeting of the Immunisation Nurses SIG.

7.3 Should a casual vacancy occur on the Executive Committee during the currency of any term, the Executive Committee may determine that the position be filled or remain vacant for the balance of the term. If the Executive Committee determines that the position should be filled, they will fill by appointment for the balance of the term.

- 7.4 Nominations for all Executive Committee positions will be opened at least one month prior to the Annual General Meeting and shall close at the commencement of voting.
- 7.5 It is desirable that the President and the Treasurer should have previously served on the Executive Committee.
- 7.6 A candidate for any office of the Executive Committee shall have been a financial member of the Immunisation Nurses SIG for at least 3 months immediately preceding the date of nominations.
- 7.7 The election shall be conducted by a Returning Officer appointed by the ANF (Vic. Branch) in consultation with the Executive Committee.
- 7.8 The Secretary of the ANF (Vic. Branch) shall be notified of Immunisation Nurses SIG Executive Committee membership and Immunisation Nurses SIG office holders immediately after the election and of any changes occurring thereafter in that membership.
- 7.9 Associate members cannot be elected to the Executive Committee.

8. GENERAL MEETINGS

- 8.1 A minimum of 3 General Meetings shall be held each year at a time to be determined by the Executive Committee. Notices shall be sent to members notifying them of the agenda for meeting, the time and venue of the meeting at least 14 days prior to the meeting.
- 8.2 The Annual General Meeting shall be held in the month of July of each year. Notice shall be sent to members notifying them of Agenda for the meeting, the time and venue of the meeting at least 21 days prior to the Annual General Meeting.

8.3 The purpose of the Annual General Meeting shall be to receive the Annual Report, Balance Sheet and Statement of Accounts for the preceding financial year, to set the rate of subscription and to appoint the new Executive Committee.

9. QUORUM

The quorum necessary to conduct business shall be:

- (a) General Meetings - 4 members (at least one of whom is a member of the Executive Committee).
- (b) Annual General Meeting - 8 members (at least three of whom shall be members of the Executive Committee).

10. VOTING

10.1 Each member shall have one vote, except in the case of a quality of votes where the chairperson of the meeting shall have second and casting vote.

10.2 Associate members shall not be entitled to vote on matters relating to the ANF (Vic. Branch).

10.3 All questions at meetings of the Immunisation Nurses SIG shall be determined by a simple majority.

10.4 A member may appoint another member to attend and vote as their proxy. Proxy forms must be given to the chairperson before the commencement of the meeting.

11. RECORDS

- 11.1 For auditing purposes, the financial year shall end on the last day of June and a copy of the annual report and balance sheet, as presented at the Annual General Meeting, shall be forwarded to the Secretary of the ANF (Vic. Branch) within 21 days of the Annual General Meeting.
- 11.2 Copies of minutes of the Annual General Meeting and the annual report are to be forwarded to ANF (Vic. Branch).
- 11.3 Any area of disagreement as to the application and/or interpretation of the Immunisation Nurses SIG by-laws shall be referred to ANF (Vic. Branch).
- 11.4 All submissions and declarations of policy made by the Immunisation Nurses SIG to other organisations or bodies, must be submitted to ANF (Vic. Branch) State Council for endorsement as Immunisation Nurses SIG represents the ANF (Vic. Branch).

11.5 WEBSITES

All SIG's are invited to have web pages within the ANF website. The SIG's are affiliated with the ANF and the ANF is liable for any misleading representations. The ANF reserves the right to remove any information that is in discord with ANF policies.

12. AMENDMENTS TO OR ALTERATIONS OF BY-LAWS

- 12.1 Any amendments to or alterations of the by-laws shall be submitted by notice or motion in writing within fourteen days prior to the Annual General Meeting or Special General Meeting convened to consider such amendments or alterations.
- 12.2 The by-laws may from time to time be altered and alterations shall be submitted to the ANF (Vic. Branch) for approval.

13. DUTIES OF THE EXECUTIVE COMMITTEE

13.1 The Executive Committee shall be responsible for recording the minutes of each meeting and to keep a permanent record in a file provided for that purpose. The Executive Committee shall be responsible for the notification of meetings, drawing up agendas, insertion of notices and appropriate journals and shall deal with all correspondence.

14. DUTIES OF THE SECRETARY

14.1 The Secretary shall plan, perform and manage the secretarial affairs of the SIG and ensure that the resolutions of the Executive Committee are properly and efficiently carried out. The Secretary will also submit a report to the Executive Committee at each Executive Committee meeting.

15. DUTIES OF THE TREASURER

15.1 The Treasurer shall issue at all times, an official receipt for all monies received on behalf of the Immunisation Nurses SIG.

15.2 The Treasurer shall keep a record of all monies received and disbursed on behalf of the Immunisation Nurses SIG and give a report of the receipts and expenditure at each meeting. All accounts are to be approved by the Committee by the Executive Committee and duly audited.

16. NATIONAL MEMBERSHIP/AFFILIATIONS

- 16.1 Where the Immunisation Nurses SIG chooses to affiliate with/become a member of a national organisation/group, the Immunisation Nurses SIG shall seek the approval of the ANF (Vic. Branch) before any application for membership is made.
- 16.2 The Immunisation Nurses SIG is able to show support for other national organisations/groups approved by the ANF. The Immunisation Nurses SIG is unable to endorse products or documentation, policies or procedures of other national organisations or groups.

17. DISSOLUTION OF THE GROUP

- 17.1 In the event of possible dissolution of the Immunisation Nurses SIG, all members shall be given no less than fourteen (14) days notice of a Special General Meeting.
- 17.2 In the event of dissolution of the Immunisation Nurses SIG, all funds are to be entrusted to the ANF (Vic. Branch) to be held in safe keeping for a period of four years and made available if the Immunisation Nurses SIG is re-established. If no such SIG is reformed within the said period, the monies shall be returned to the ANF (Vic. Branch) and all records archived.

Model By-Laws Endorsed by Branch Council

9th September 2003