

Carers Victoria Incorporated

Reg. No. A0026274M, ARBN 143 579 257

REGULATIONS

PART 1 – CONTENTS

1. Contents

The contents of these regulations are:

PART 1 – CONTENTS

1. Contents

PART 2 – MEMBERSHIP

2. Applications
3. Approval
4. Change of Organisational Representative
5. Subscriptions
6. Renewal
7. Discipline

PART 3 – GENERAL MEETINGS AND BALLOTS

8. Proxies
9. Standing Orders
10. Notices of Motion
11. Time of Meeting
12. Proposing a Motion or Amendment
13. Speaking to a Motion or Amendment
14. Order of Speaking
15. Amendments
16. Disruption of Meeting
17. Minutes

PART 4 – BOARD ELECTIONS

18. Eligibility and Compliance Requirements
19. Nominations
20. Candidate Statements and Photographs
21. Election Material
22. Form of Ballot
23. Ballot Paper Draw
24. Ballot Papers
25. Method of Voting
26. Material to be Sent to Voters

27. Procedure for Voting
28. Checking Eligibility
29. Counting of Votes
30. Retention of Ballot Papers

PART 5 – OPERATIONAL

31. Management
32. Public Statements
33. Payments
34. Common Seal
35. Interpretation

PART 6 – FORMS

Form 1 – Membership Application for Individuals

Form 2 – Membership Application for Organisations & Carer Support Groups

Form 3a & 3b – Subscription Renewal

Form 4a & 4b – Notice of Change of Organisational Representative

Form 5 – Appointment of Proxy

Form 6 – Nomination for Election as Board Member

PART 2 – MEMBERSHIP

2. Applications *(Clause 9)*

2.1 Applications for individual, organisation or Carer Support Group membership of Carers Victoria may be made in hard copy on the appropriate form (Form 1 or Form 2) or electronically via Carers Victoria's website.

2.2 Organisations and Carers Support Groups must nominate a representative at the time of application. For Carer Support Groups, the representative should be a carer member of the group.

3. Approval *(Clauses 10 & 37)*

3.1 The Board delegates its power under Clause 10 of the constitution to approve applications for membership to the CEO.

3.2 The Board delegates its power under Clause 10 of the constitution to reject applications for membership to the Governance Committee.

3.3 The Governance Committee is also responsible for overseeing the approvals for membership made by the CEO.

4. Change of Organisational Representative *(Clause 7)*

Notification of changes in organisational representative by organisation members and Carers Support Groups must be in accordance with Form 4a/b.

5. Subscriptions *(Clauses 11 & 12)*

5.1 Subscriptions are:

- (a) Payable in advance, and
- (b) Due on 1 March each year.

5.2 The subscriptions for current members are:

- (a) For individual members who are carers or former carers – nil,
- (b) For individuals who are not carers or former carers - \$20,
- (c) For organisational members - \$100,

- (d) For Carers Support Groups – nil, and
- (e) For honorary life members – nil.

5.3 Subscriptions for organisational membership may be waived subject to:

- a) An offer of free reciprocal membership to that organisation,
- b) The approval of the Governance Committee, and
- c) The completion of the appropriate form (Form 2).

6. Renewal *(Clauses 11 & 16)*

6.1 Organisational members and individual members who are not carers or former carers will receive a subscription renewal notice (Form 3a/b) each year.

6.2 Carer Support Groups, individual members who are carers or former carers, and honorary life members will have their membership automatically renewed from 1 March each year.

7. Discipline *(Clause 14)*

The Board delegates its power under clause 14 of the Constitution to a Discipline Committee which will be convened as required.

PART 3 – GENERAL MEETINGS AND BALLOTS

8. Proxies *(Clause 23)*

Appointments of proxies must be in accordance with Form 5.

9. Standing Orders

The standing orders in regulations 10 – 17 apply to general meetings.

10. Notices of Motion *(Clause 20.5)*

10.1 For the purposes of clause 20.5 of the Constitution, any business that a member wishes a general meeting to consider must:

- a) Be in the form of a notice of motion,
- b) Be signed by the mover and seconder, both of whom must be members, and

- c) Be addressed to “The Secretary” and given to Carers Victoria in sufficient time before the general meeting to enable it to be included with the notice of meeting.
- 10.2 Carers Victoria must give the member a written receipt for the notice of motion.
- 11. Time of Meeting**
Subject to a quorum being present, the meeting must:
- a) Commence at the time stated in the notice of meeting; and
 - b) Continue until all business of which notice has been given has been dealt with.
- 12. Proposing a Motion or Amendment**
- 12.1 A member wishing to move a motion or an amendment must:
- a) State the motion or amendment; and
 - b) If requested by the chair – give a written copy to the chair.
- 12.2 The member may not speak to the motion or amendment unless it has been seconded.
- 13. Speaking to a Motion or Amendment**
A member who is speaking to a motion or amendment:
- a) Must address the chair; and
 - b) Must not be interrupted, except by the chair or a point of order.
- 14. Order of Speaking**
- 14.1 A member who moves a motion or amendment has the right to speak to it immediately after it is seconded.
- 14.2 A member who seconds a motion or amendment has the right to speak to it immediately after the mover has spoken.
- 14.3 Subject to the chair’s ruling, any member may speak to the motion or amendment after the member seconding it has spoken.

- 14.4 If two or more members indicate they wish to speak at the same time, the chair must decide which has priority.
- 14.5 The mover of the motion (other than a procedural motion) has the right of reply immediately before the vote is taken.
- 14.6 There is no right of reply for an amendment.
- 14.7 No member may speak more than once to the same question, except in reply.
- 15. Amendments**
Only one amendment may be debated at a time (but further amendments may be foreshadowed).
- 16. Disruption of Meeting**
- 16.1 The chair may direct any person who is disrupting the meeting to stop.
- 16.2 If the person continues to disrupt the meeting, the chair may direct them to leave the meeting.
- 16.3 If the chair has directed a person to leave the meeting and they refuse to do so, the chair may direct that they be removed.
- 17. Minutes** *(Clause 61)*
The minutes must be signed by the chair of the meeting at which they are verified.

PART 4 – BOARD ELECTIONS

- 18. Eligibility and Compliance Requirements** *(Clause 33.3)*
- 18.1 All prospective nominees for election to the Board must:
- a) Provide a National Police Records Check,
 - b) Attest that they are not insolvent under Administration,
 - c) Not be a represented person under the Guardianship and Administration Act 1986 (Vic),
 - d) Have expertise and experience relevant to the current needs of the Board as identified by the Board prior to the

- announcement of the closing date for nominations , and
- e) Prospective nominees who meet the criteria identified in 18.1 a) to d) must participate in an interview with a Board appointed nominations committee prior to nomination.

18.2 All nominees for election to the Board must be nominated by a current Carers Victoria member, and seconded by another current Carers Victoria member.

19. Nominations (Clause 33.6)

19.1 Nominations must be in accordance with Form 6.

19.2 A candidate cannot withdraw their nomination after the ballot paper has been drawn under regulation 23.

20. Candidate Statements and Photographs (Clause 33.8)

20.1 Before the close of nominations, candidates must submit to Carers Victoria:

- a) A statement of no more than 150 words, which includes:
 - i) Why the candidate is standing,
 - ii) Brief background about the candidate,
 - iii) The skills the candidate would bring to the Board, and
 - iv) The candidate's length of membership of Carers Victoria; and
- b) A recent passport sized photograph of the candidate.

20.2 Carers Victoria may edit candidate statements to comply with regulation 21 and the requirements of the publication in which they will appear.

21. Election Material

21.1 In this regulation, "election material" means all material relating to the election published by or on behalf of Carers Victoria or a candidate.

21.2 All election material must comply with the following requirements:

- a) Election material must not be false.
- b) Election material must not be defamatory, or otherwise expose Carers Victoria to legal action.
- c) Election material must not disclose confidential information belonging to Carers Victoria.
- d) Election material must not bring Carers Victoria into disrepute.
- e) Election material published by or on behalf of a candidate must include a statement that the material has been authorised by the candidate.
- f) Election material must not be published until it has been approved by the returning officer as complying with these requirements.

22. Form of Ballot (Clause 34.4)

The ballot must be conducted by post.

23. Ballot Paper Draw

The returning officer must:

- a) Notify the candidates in writing of the draw for the ballot paper at least 48 hours before it is held, and
- b) At the draw, decide by lot the order of names on the ballot paper.

24. Ballot Papers

The ballot paper must include:

- a) An asterisk against the name of each candidate who is a Board member standing for re-election; and
- b) Instructions to voters:

- i) That there are 3 candidates to be elected, and
- ii) Of the method of voting under regulation 25.

25. Method of Voting

25.1 Voters may vote for up to 3 candidates.

25.2 Voters must place a tick or a cross in the box opposite the name of the candidates of their choice.

26. Material to Be Sent to Voters

Before the ballot opens, the returning officer must send to all members entitled to vote:

- a) The candidate statements and photographs,
- b) A ballot paper,
- c) A smaller envelope marked "Ballot Paper" (the "ballot paper envelope"),
- d) A larger envelope into which the smaller envelope will fit:
 - i) Addressed to the returning officer,
 - ii) Reply paid, and
 - iii) With labelled spaces on the back for the member's name and membership number ("the reply paid envelope"); and
- e) Instructions as to how and by what date and time the ballot paper is to be returned.

27. Procedure for Voting

Voters must vote by:

- a) Filling out the ballot paper in accordance with the instructions;
- b) Folding the ballot paper, placing it in the ballot paper envelope, and sealing the ballot paper envelope;
- c) Placing the ballot paper envelope inside the reply paid

envelope, and sealing the reply paid envelope;

- d) Writing their name and membership number on the back of the reply paid envelope in the spaces provided and
- e) Posting the reply paid envelope to the returning officer, or placing it in a secure ballot box at Carers Victoria's offices.

28. Checking for Eligibility

28.1 The returning officer must check each reply paid envelope received before the close of voting to verify that:

- a) The name and membership number are those of a member entitled to vote; and
- b) The member has not previously cast a vote in the election.

28.2 the returning officer must:

- a) in the case of envelopes that comply with regulation 28.1:
 - i) mark the member as having voted on the voters' roll; and
 - ii) remove the ballot paper envelope from the reply paid envelope and place it in a secure ballot box; and
- b) in the case of reply paid envelopes that do not comply with regulation 28.1 – set them aside, and not include them in the count.

29. Counting of Votes

29.1 Ballot papers must not be removed from ballot paper envelopes until after the close of voting.

29.2 After the close of voting the returning officer must:

- a) Open the secure ballot box in which the ballot paper envelopes have been placed;

- b) Remove the ballot papers from the ballot paper envelopes; and
- c) Count the votes.

29.3 A ballot paper that does not conform with regulation 25 is informal, except that, if the boxes are numbered, the lowest three numbers are taken to be votes for those candidates.

29.4 The ruling of the returning officer as to the formality of a ballot paper is final.

30. Retention of Ballot Papers, etc.

Carers Victoria must retain and keep secure the nomination forms, ballot papers and voters roll until the expiry of the term of office of the candidates elected.

PART 5 – OPERATIONAL

31. Additional Office Bearers (Clause 42.2)

In addition to the Office Bearer positions named in Clause 42.1 of the Constitution, the Board may appoint an additional Vice President.

32. Management (Clause 37.2)

The Board delegates the management of Carers Victoria to the Chief Executive Officer.

33. Public Statements (Clause 39.1)

Unless the Board otherwise resolves in a particular instance, the Board authorises the President and the Chief Executive Officer to make public statements on behalf of Carers Victoria.

34. Payments (Clause 58.1)

All payments must be:

- a) Specifically authorised in writing, and
- b) In the case of cheques – signed,

By at least two (2) persons in accordance with the schedule

contained within the *Delegated Authorities Policy*.

35. Common Seal (Clause 66)

Unless the Board otherwise resolves in a particular instance, the affixing of the common seal must be witnessed by the signatures of:

- a) 2 Board members, or
- b) 1 Board member and the Chief Executive Officer.

36. Interpretation

In these regulations, unless the contrary intention appears:

- a) “the CEO” means the Chief Executive Officer;
- b) “clause” means a clause of the constitution;
- c) “constitution” means the constitution of Carers Victoria;
- d) “returning officer” includes a person acting with the authority of the returning officer, and
- e) Words otherwise have the same meaning as in the constitution.

ABOUT US

Carers Victoria is the state-wide voice representing and supporting caring families, who care for a family member or friend with a disability, mental or chronic illness or who is frail aged. Our vision is that caring is a shared community responsibility.

Our purposes are:

- to improve the health, wellbeing, resilience and financial security of carers; and
- to promote the recognition of caring as a shared responsibility of family, community, business and government.

We do this via:

- Emotional support and counselling
- Research, policy and systemic change
- Practical support and respite
- Education and development
- Information and advice

Ask us about carer support groups and organisational memberships.

Please mail your signed and completed form to: Carers Victoria, PO Box 2204, Footscray 3011

Raise your voice!

Join Carers Victoria today!

Carers Victoria members support us in making a difference for caring families. Members add strength to our numbers and volume to our voice and keep updated on the latest information for carers.

Members receive:

- Carers in Victoria quarterly magazine (free via email)
- access to Carers Victoria's library (with free mail out and return mail)
- invitations to special events
- voting rights at Board elections
- eligibility to nominate for Board positions

Membership is free for carers and former carers.

Subscriptions:

Interested persons membership costs \$20 annually and includes subscription to our magazine. Free members can also subscribe to our quarterly magazine for a small cost. Pro rata interested person membership / Magazine subscription

- 1 February – 30 June - \$20
- 1 July – 31 October - \$15
- 1 November – 31 January - \$5

Renewal

Memberships subject to a subscription fee are due for renewal every year on 1 March. We will send you a form that you need to complete and return. Free Memberships are renewed automatically each year. You must tell us if your details change or if you no longer want to be a member

Yes! I'd like to become a member of Carers Victoria
I support the purposes of Carers Victoria, and agree to comply with its
Constitution and Regulations

Signature		Date	
Title	First Name	Surname	
DOB	Postal Address		
			Postcode
Preferred phone number/s			
Email			

Please select: Carer/Former Carer – FREE
Interested Person - \$20*
Subscription - \$20*
Donation

Carers Victoria is a not for profit organisation. Donations are gratefully received.

Donations of \$2 or more are tax deductible

- Full year subscription to February. Please see above for part year subscriptions.

I would like to pay by: Cheque (*Payable to Carers Victoria Inc.*) Credit card (*Mastercard or Visa only*)

Name on card

Card number / / / Expiry /

Signature

Please complete overleaf information...

ABOUT YOU

How did you hear about Carers Victoria?

If you speak a language other than English, which language do you speak?

Do you require an interpreter?

Would you like information about taking an active role in advocating for carers?

Can we contact you occasionally for research purposes (eg questionnaires if relevant)?

Would you like to receive 'VOICE' our bulletin containing regular news from us via email?

ABOUT THE PERSON/S YOU CARE FOR

Name:	<input type="text"/>	DOB:	<input type="text"/>
This person is your (e.g. Son, Wife):			
Where does this person live?			
<input type="checkbox"/>	with you	<input type="checkbox"/>	alone
<input type="checkbox"/>	with another person	<input type="checkbox"/>	in a hostel
<input type="checkbox"/>	in a nursing home	<input type="checkbox"/>	in a residential unit
<input type="checkbox"/>	other		
Is this person an Australian Defence Force (ADF) member or ex-service person?			
<input type="checkbox"/>	y	<input type="checkbox"/>	N
Primary condition/diagnosis:			
<input type="text"/>			

PERSON 2

Thank you for your interest in becoming a member of Carers Victoria

Your application will be sent to Carers Victoria's Board for approval and you will receive a response within 6 weeks.

Information privacy

Carers Victoria is a member based organisation, incorporated in Victoria and run by a Board elected by the members.

The information you provide is used solely by Carers Victoria. Your information helps us to understand more about caring situations. Carers Victoria will not share any of the information you give us with anyone else unless the law says we have to. Your information is only used in a way that Victorian and Federal privacy laws allow it to be. More information is available in Carers Victoria Privacy policy.

Member Register

As a member your name, address, membership number and date of joining is recorded in our membership register, which by law may be viewed by any member subject to the conditions laid down in that law.

You may request that your address does not appear on the register by writing to the Secretary stating your reasons.

Carers Victoria's Constitution, Regulations and Privacy Policy are available on www.carersvictoria.org.au

TAX INVOICE

ARBN – 143579 257 ABN – 12 533 636 427 Reg no. A0026274M

ABOUT US

Carers Victoria is the state-wide voice representing and supporting caring families, who care for a family member or friend with a disability, mental or chronic illness or who is frail aged. Our vision is that caring is a shared community responsibility.

Our purposes are:

- to improve the health, wellbeing, resilience and financial security of carers; and
- to promote the recognition of caring as a shared responsibility of family, community, business and government.

We do this via:

- Emotional support and counselling
- Research, policy and systemic change
- Practical support and respite
- Education and development
- Information and advice

Ask us about carer, former carer and interested person memberships.

Please mail your signed and completed form to:
Carers Victoria, PO Box 2204, Footscray 3011

Raise your voice!

Join Carers Victoria today!

Carers Victoria members support us in making a difference for caring families. Members add strength to our numbers and volume to our voice and keep updated on the latest information for carers.

Members receive:

- Carers in Victoria quarterly magazine (free via email)
- access to Carers Victoria's library (with free mail out and return mail)
- invitations to special events
- voting rights at Board elections
- eligibility to nominate for Board positions

Organisational members also receive:

- 10% discount on staff training
- 10% discount on room bookings (subject to availability)

Membership is free for carer support groups.

Subscriptions:

Organisational membership costs \$100 annually and includes subscription to our magazine. Free members can also subscribe to our quarterly magazine for a small cost. Pro rata organisational membership subscription

- 1 February – 30 June - \$100
- 1 July – 31 October - \$66
- 1 November – 31 January - \$33

Renewal

Memberships subject to a subscription fee are due for renewal every year on 1 March. We will send you a form that you need to complete and return. Free Memberships are renewed automatically each year. You must complete a change of nominated representative form if your details change.

Yes! I'd like to become a member of Carers Victoria I support the purposes of Carers Victoria, and agree to comply with its Constitution and Regulations

Organisation/Carer Support Group Name	
Postal Address	
	Postcode
Preferred phone number/s	
Email	

Nominated Representative:

The nominated representative will exercise the membership rights for your group or organisation including voting and eligibility for election of the board. This must be one person only. For carers support groups, it is preferable for a carer or former carer member of the group to fulfill this role.

First Name	Surname
Position Title	

As the renominated representative of my Organisation/Carer Support Group, I agree to support the purposes of Carers Victoria and abide by its constitution and regulations.

Signature	Date
-----------	------

Select membership Type:	<input type="checkbox"/> Carer Support Group* <input type="checkbox"/> Organisation <input type="checkbox"/> Donation	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>\$ FREE</td></tr> <tr><td>\$ 100*</td></tr> <tr><td>\$</td></tr> <tr><td>\$</td></tr> <tr><td>TOTAL</td></tr> </table>	\$ FREE	\$ 100*	\$	\$	TOTAL	<p><i>Carers Victoria is a not-for-profit organisation. Donations are gratefully received.</i></p> <p><i>(Donations of \$2 or more are tax deductible)</i></p> <p><i>* Full year subscription to March. Please see information above for part year subscriptions</i></p>
\$ FREE								
\$ 100*								
\$								
\$								
TOTAL								

*To be eligible for a Carer Support Group membership group members must be unpaid carers or former carers of people with disabilities, chronic or mental illness or who are frail aged. Groups that do not fit these criteria are categorised as organisational members.

I would like to pay by: Cheque (Payable to Carers Victoria Inc.) Credit card (Mastercard or Visa only)

Name on card	
Card number	Expiry
Signature	

Please complete overleaf information...

ABOUT YOU

How did you hear about Carers Victoria?

Would you like information about taking an active role in advocating for carers?

Can we contact you occasionally for research purposes (eg questionnaires if relevant)?

Would you like to receive 'VOICE' our bulletin containing regular news from us via email?

FOR CARER SUPPORT GROUP MEMBERSHIP

Where does your group meet (town/suburb)?

What is your common carer situation (eg: dementia, cancer, Parkinsons Disease, carers of ex-service personnel)?

Is your group culture/gender/age specific?

Carers Victoria encourages Carer Support Groups to welcome new members who are in need of support.

Can we provide contact details for your group (your first name and phone number) to people enquiring about carer support groups in your area?

Y N

Can we list your group name and the town/suburb where you meet on Carers Victoria's website?

Y N

Signature

Thank you for your interest in becoming a member of Carers Victoria

Your application will be sent to Carers Victoria's Board for approval and you will receive a response within 6 weeks.

Information privacy

Carers Victoria is a member based organisation, incorporated in Victoria and run by a Board elected by the members.

The information you provide is used solely by Carers Victoria. Your information helps us to understand more about caring situations. Carers Victoria will not share any of the information you give us with anyone else unless the law says we have to. Your information is only used in a way that Victorian and Federal privacy laws allow it to be. More information is available in Carers Victoria Privacy policy.

Member Register

As a member your name, address, membership number and date of joining is recorded in our membership register, which by law may be viewed by any member subject to the conditions laid down in that law. Carers Victoria's Constitution, Regulations and Privacy Policy are available on www.carersvictoria.org.au

TAX INVOICE

ARBN – 143579 257 ABN – 12 533 636 427 Reg no. A0026274M



**Form 3a
Carers Victoria Inc. Membership Renewal Form**

TAX INVOICE

REG. No. A0026274M ARBN 143 579 257

Membership No: «CODE»

Expires: 28 FEBRUARY [YEAR]

(As addressed)

Email: «email»

Note: If any details have changed, please correct them.

YES! I'D LIKE TO RENEW MY MEMBERSHIP OF CARERS VICTORIA
I support the purposes of Carers Victoria and agree to abide by the Constitution and Regulations of Carers Victoria Incorporated.

Signature.....

Category of Membership

Individual member – Interested Person **\$20**

Please accept my gift of \$

Donations are gratefully received. Each donation helps us to further our work, with and on behalf of caring families. Donations of \$2 and over are tax deductible.

Total \$

I would like to pay by: Cheque / Money Order [made payable to Carers Victoria]

Credit Card: VISA or Mastercard only [please circle]

Card No:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name on card: Expiry Date: /

Signature:

Please send me information on:

- | | |
|--|---|
| <input type="checkbox"/> About Carers Victoria | <input type="checkbox"/> Making a bequest to Carers Victoria in my Will |
| <input type="checkbox"/> Library | <input type="checkbox"/> I have already included Carers Victoria in my Will |

I would prefer to receive membership correspondence such as notices of general meetings by email Yes No

I would like to receive Carers Victoria's EBulletin "Voice" via email Yes No

I would prefer to receive "Carers in Victoria" quarterly magazine electronically Yes No

Thank you for renewing your membership!

Please complete this form & return in the reply paid envelope provided to: Carers Victoria PO Box 2204 Footscray 3011
YOUR PRIVACY: Please be assured that the information you provide is used solely by Carers Victoria to understand more about caring situations and to meet the legal requirements of the Constitution. However as a member, your name, postal address, membership number and date of joining are recorded in our membership register, which may be viewed by members subject to the approval of the Board and any conditions the Board may place on access.

**Form 3b
Carers Victoria Inc. Membership Renewal Form**

TAX INVOICE

REG. No. A0026274M ARBN 143 579 257

Membership No:

Expires: 28 FEBRUARY [YEAR]

(As addressed)

Email:

Note: If any details have changed, please correct them.

Your Organisation's Nominated Representative is :

<input type="checkbox"/>	<p>YES! I'D LIKE TO RENEW MY ORGANISATION'S MEMBERSHIP OF CARERS VICTORIA As the nominated representative of my organisation, I support the purposes of Carers Victoria and agree to abide by the Constitution and Regulations of Carers Victoria Incorporated.</p> <p>Nominated Representative Signature.....</p>
--------------------------	--

Category of Membership

<input type="checkbox"/>	Organisation Member	\$100	<p><i>Direct Deposit to Carers Victoria BSB 313-140 A/C 23191695 Please also return this signed form with payment details included.</i></p>
<input type="checkbox"/>	Please accept my gift of	\$	<p><i>Donations are gratefully received. Each donation helps us to further our work, with and on behalf of caring families. Donations of \$2 and over are tax deductible.</i></p>
	Total	\$	

I would like to pay by: Cheque / Money Order [made payable to Carers Victoria]

Credit Card: VISA or Mastercard only [please circle]

Card No:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name on card: Expiry Date: /

Signature:

Please send me information on:

<input type="checkbox"/>	Carers Victoria	<input type="checkbox"/>	Education and Training for service providers
<input type="checkbox"/>	Library	<input type="checkbox"/>	Workshops for carers and Carer Support Groups

Would you prefer to receive membership correspondence such as notices of general meetings by email? Yes No

Would you like to receive Carers Victoria's EBulletin "Voice" via email? Yes No

Would you prefer to receive "Carers in Victoria" quarterly magazine electronically? Yes No

Thank you for renewing your membership!

Please complete this form & return in the reply paid envelope provided to: Carers Victoria PO Box 2204 Footscray 3011



Form 4a - Carers Victoria Membership
Organisation Change of Nominated Representative

Please complete the below details to update your nominated representative for your Organisation

Membership Number

Organisation Name:.....

Postal Address:

Phone:..... Email:.....

Would you prefer to receive membership correspondence such as notices of general meetings by email? [] Yes [] No

New Nominated Representative Name:.....

Nominated Representative Position:.....

As the nominated representative of my organisation, I support the purposes of Carers Victoria and agree to abide by the Constitution and Regulations of Carers Victoria Incorporated.

Signature.....Date

Please indicate if you would like any of the following information:

- Carer Counselling Program, Library, Workshops for carers and Carer Support Groups, Service Provider - Education and Training, Making a bequest to Carers Victoria in my Will, I have already included Carers Victoria in my Will

Please complete this form & return in the reply paid envelope provided to: Carers Victoria PO Box 2204 Footscray 3011

Thank you for updating your membership!

YOUR PRIVACY: Please be assured that the information you provide is used solely by Carers Victoria to understand more about caring situations and to meet the legal requirements of the Constitution. However as a member, your name, postal address, membership number and date of joining are recorded in our membership register, which may be viewed by members subject to the approval of the Board and any conditions the Board may place on access.

Carers Victoria Inc. REG. No. A0026274M ARBN 143 579 257



Form 4b -Carers Victoria Membership
Carer Support Group Change of Nominated Representative

REG. No. A0026274M ARBN 143 579 257

Please complete to update your nominated representative for your Carers Support Group.

Membership Number:.....

Carers Support Group Name:.....

Postal Address:

Phone:..... Email:.....

New Nominated Representative Name:.....

Nominated Representative Position:.....

As the nominated representative of my carer support group/organization, I support the purposes of Carers Victoria and agree to abide by the Constitution and Regulations of Carers Victoria Incorporated.

Signature.....Date

ABOUT YOUR CARER SUPPORT GROUP

Would you prefer to receive membership correspondence such as notices of general meetings by email? [] Yes [] No

Where does your group meet? town/suburb)

What is your common carer situation? (eg: dementia, cancer, carers of ex-serviceman)

Is your group culture/gender/age specific?

Carers Victoria encourages Carer Support Groups to welcome new members who are in need of support.

Can we provide contact details for your group (your first name & phone number) to people enquiring about carer support groups in your area? [] Yes [] No

Can we list contact details for your group name and the town/suburb where you meet on Carers Victoria's website [] Yes [] No

Your signature

Please complete this form & return in the reply paid envelope provided to: Carers Victoria PO Box 2204 Footscray 3011

Thank you!

YOUR PRIVACY: Please be assured that the information you provide is used solely by Carers Victoria to understand more about caring situations and to meet the legal requirements of the Constitution. However as a member, your name, postal address, membership number and date of joining are recorded in our membership register, which may be viewed by members subject to the approval of the Board and any conditions the Board may place on access.

Form 5 – Appointment of Proxy

APPOINTMENT OF PROXY FOR ANNUAL GENERAL MEETING OF CARERS VICTORIA INCORPORATED [insert year]

Reg. No. A0026274M, ARBN 143 579 257

I,.....
(Insert your name)

of.....
(Insert your address)

appoint

(Tick only **ONE** of the following)

The Chairperson of the annual general meeting,

OR

.....
(Insert PROXY'S name)

of
(Insert PROXY'S address)

.....
who is a member of Carers Victoria and entitled to vote, to attend, speak and vote (where applicable) on my behalf at the annual general meeting of Carers Victoria Incorporated to be held on [insert date] and at any adjournment of that meeting.

I direct my proxy to vote for / against the proposed special resolution/s:

[insert special resolution]

(Tick only **ONE** of the following)

For

Against

Signed Date
(Member appointing Proxy)

This original form (not a facsimile, photocopy or email copy) must be received at the registered address of Carers Victoria no later than [insert time/ day and date].

Registered Address:

Carers Victoria Inc.

Level 1, 37 Albert Street (PO Box 2204)

FOOTSCRAY VIC 2011

Form 6 – Nomination for Election as a Board Member

BOARD NOMINATION FORM – [Year]

Reg.No. A0026274M ARBN 143 579 257

1. Nomination Instructions – see accompanying document

1.1 Nominations

All persons nominated, and nominating for a position on the Board of Carers Victoria Inc. must satisfy the following eligibility and compliance criteria required under Clause 33.3 of the constitution and regulation 18:

- a) the nominee is a current member of Carers Victoria,
- b) provides a current National Police Records Check,
- c) by signing this form attest that the nominee is not insolvent under Administration, and
- d) that the nominee is not a represented person under the *Guardianship and Administration Act 1986 (Vic)*.
- e) The nominee has participated in an interview with the Board appointed nominations committee.

1.2 Candidate statement and current passport size photograph. (Clause 33.8; Reg. 20)

Please submit a candidate statement of no more than 150 words & passport size photograph with this nomination

1.3 Completed nomination form

The completed original nomination form, candidate statement and photograph must be received at Carers Victoria, Level 1, 37 Albert Street, Footscray 3011 no later than **5pm on [insert date]. Photocopied, emailed and faxed nomination forms cannot be accepted.**

2. NOMINEE'S DETAILS AND CONSENT:

Name _____

Address _____ Postcode _____

Phone _____ Fax _____ Email _____

Membership number _____ Date ____/____/____

Membership category of Nominee (Tick one): Carer Former Carer Interested Person

Nominated Representative Carer Support Group Nominated Representative Organisation

I accept the nomination for election to Carers Victoria's Board and attest that I meet the eligibility and compliance criteria contained in Carers Victoria's constitution and regulations.

Signed _____, Nominee

3. NOMINATION:

I hereby nominate *[Insert nominee's name]* _____ as a **candidate** for election to the Board of Carers Victoria Inc.

4. NOMINATOR'S DETAILS to be completed by a current Member of Carers Victoria (Reg. 18.2)

Signed _____

Name _____

Address _____ Postcode _____

Phone _____ Membership number _____ Date ____/____/____

5. *SECONDER'S DETAILS: to be completed by a current Member of Carers Victoria*

Signed _____

Name _____

Address _____ Postcode _____

Phone _____ Membership number _____ Date ____/____/____

Document control:

All changes to be recorded in version control table, indicating minor/major change.

Version	Name	Details of changes	Distribution	Date
Version 3	Carers Victoria Board	Addition of new Clause 31 and re-numbering of following clauses Adopted by Special Resolution of the Board	Members	30 October 2014