



No. A0110468R

Postal Address:  
96 Whites Road, WARRNAMBOOL. 3280

# VICTORIAN RATEPAYERS & RESIDENTS ASSOCIATION Inc.

Email: secretary@vrra.com.au  
Web: www.vrra.com.au

## DELEGATE FORM

This form is to be used by:

- applicants for Group membership, to register their Group Delegate (and Substitute Group Delegate, if any), and
- existing Group members, to re-register or change their Group Delegate (and Substitute Group Delegate, if any).

**1. NAME OF GROUP:** \_\_\_\_\_

Incorporated registration no. if any \_\_\_\_\_ Council Area \_\_\_\_\_

**2. OFFICEHOLDER OF THE GROUP who is registering delegates, and the Group's preferred contact details:**

Name \_\_\_\_\_ Position/Office \_\_\_\_\_

Phone Contact \_\_\_\_\_

Email Address \_\_\_\_\_

Group Postal Address \_\_\_\_\_

**3. Group's Appointed REGISTERED GROUP DELEGATE, and contact details:**

Name \_\_\_\_\_ Position/Office \_\_\_\_\_  
*Name of the Group's financial committee member you are authorizing as your Group's registered Group Delegate.*

Phone Contact \_\_\_\_\_ Email Address \_\_\_\_\_

**4. Group's Appointed SUBSTITUTE GROUP DELEGATE, if any, and contact details:**

Name \_\_\_\_\_ Position/Office \_\_\_\_\_  
*Name of the Group's financial committee member you are authorizing as your Group's registered Substitute Group Delegate.*

Phone Contact \_\_\_\_\_ Email Address \_\_\_\_\_

**Declaration:** (please sign and date as indicated)

1. I am an officeholder (at 2, above) of the Group (at 1, above) and I am authorized by the Group's committee to:

- register its Group Delegate (at 3 above) and Substitute Group Delegate (at 4 above), and
- confirm that the Group named at 1 above delegates its membership rights to attend and vote at general meetings to its registered Group Delegate, and if applicable, Substitute Group Delegate.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
*Must be signed and dated by the officeholder of the Group at 2 above who is registering the Group's delegate/s.*

2. I am named as the Group's registered Group Delegate (at 3, above) or as its Substitute Group Delegate (at 4, above) and agree to comply with the Association's Rules.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
*Must be signed and dated by the appointed Group Delegate at 3 above. Note: This may not be the person at 2, above.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
*Must be signed and dated by the appointed Substitute Group Delegate at 4 above (if appointed). Note: This may be the person at 2, above.*

**Registration:**

A completed Delegate Form must be forwarded to the Secretary of Victorian Ratepayers & Residents Association Inc. by email ([secretary@vrra.com.au](mailto:secretary@vrra.com.au)) or by post 96 Whites Road, WARRNAMBOOL. 3280), for registration by the Association.

**Optional:**

A registered Group or Substitute Delegate may request their personal phone and email details not be made available during other members' inspection of the Register of Members. Other circumstances may also require added restrictions. In either case, please contact the Secretary ([secretary@vrra.com.au](mailto:secretary@vrra.com.au)).

**Association Rules Relevant to Group Members and Registered Group Delegates:**

**Rule 4.7 delegate form** means an Association form produced under Rule 81 to be used by a Group member to register its delegation of its attendance and voting rights to its registered Group Delegate, and to appoint a Substitute Group Delegate (if any).

**Rule 4.15 Group Delegate, registered Group Delegate** means a financial committee member of a Group member to whom the parent Group member has delegated its membership rights to attend and vote on the Group's behalf at general meetings of the Association. Under Rule 13.3, a Group Member must register its Group Delegate with the Association, using a Delegate Form, in order to exercise its Group member attendance and voting rights.

**Rule 4.23 Substitute Group Delegate** means a financial committee member of a Group member, who is registered by the parent Group member with the Association to temporarily stand in or substitute for the Group member's registered Group Delegate. Rule 13.3 applies. A Substitute Group Delegate may not be nominated or appointed as a member of the Association's committee unless the parent Group member re-registers that person as its Group Delegate.

**Rule 13.3**

- a) A Group membership and its associated membership rights are not transferable and remain with the parent Group member, other than as set out in this subrule (13.3).
- b) A Group member must have a registered Group Delegate in order to exercise its right to attend and vote at general meetings, and only a registered Group Delegate who meets the requirements of subrule 13.3(f) may exercise those rights on behalf of the Group member.
- c) A Group member must delegate its attendance and voting rights to a registered Group Delegate using the Association's Delegate Form which must be registered with the Association.
- d) When submitting a Delegate Form to the Association to register its Group Delegate, a Group member may also register a Substitute Group Delegate
- e) A Group member may have only one registered Group Delegate and one registered Substitute Group Delegate (if any) at any one time.
- f) A registered Group Delegate or Substitute Group Delegate must be over the age of 18, a financial member of the committee of a Group member, and be endorsed by the parent group's committee to be its registered Group Delegate or Substitute Group Delegate. The member of the group's committee who authorises the delegation to the Group Delegate on the Delegate Form may be appointed as a Substitute Group Delegate, but not as a Group Delegate.
- g) A registered Group Delegate or Substitute Group Delegate does not have membership rights and is not entitled to attend and vote at general meetings on behalf of their parent Group member unless the requirements of this subrule (13.3) are met. Rule 12.4 also applies.
- h) A Group member may change its registered Group Delegate at any time but must within 7 days submit a completed Delegate Form to the Association registering its alternative Group Delegate for the change to have effect.
- i) A registered Group Delegate may not continue in that position or exercise any rights if the parent Group member they represent—
  - i. ceases to operate or ceases to be a member of the Association; or
  - ii. has its membership rights suspended; or
  - iii. forwards a revised Delegate Form to the Association's Secretary appointing a different registered Group Delegate.
- j) A person who is no longer a registered Group Delegate is not entitled to any membership rights, including the right to vote or to continue to be a Committee member.
- k) Any alternative Group Delegate registered under subrules 13.3(h), 13.3(i) and 13.3(l) may only become a Committee member if elected under Rules 52 or 53, or appointed under Rule 57.1.
- l) A Substitute Group Delegate—
  - i. must meet the requirements at subrule 13.3(f); and
  - ii. may function as a registered Group Delegate temporarily (not more than 1 month or as otherwise determined by the Association's Committee), and
  - iii. under Rule 49.2, is not eligible to be elected or appointed as an Association Committee member until or unless their parent Group member registers that person as its registered Group Delegate.