



*'Hongihongi te rangi hou'
'Smell the fresh air'*

NEW ZEALAND NURSES ORGANISATION (INC.)

Ref: A889

RULES OF THE COLLEGE OF RESPIRATORY NURSES NZ NZNO

March 2016

1. NAME

The name shall be the College of Respiratory Nurses (CRN), NZNO (A national college of NZNO) [formally known as the Respiratory Nurses Section, NZNO hereinafter to be called the College of Respiratory Nurses, NZNO].

2. OBJECTIVES

The objectives shall be:

2.1 To be the recognised professional organisation of all respiratory nurses in New Zealand.

2.2 To promote respiratory nursing and increase the profile of respiratory nurses.

2.3 To develop, review, implement and disseminate a Knowledge and Skills Framework (KSF) for respiratory nursing practice to ensure consistency and maintenance of national standards.

2.4 To develop, communicate and maintain close liaison with respiratory nurses nationally and internationally.

2.5 To encourage, promote and/or develop educational meetings for respiratory nurses and those interested in respiratory nursing care at regional, national and international levels for the exchange of information and ideas pertaining to respiratory nursing.

2.6 To encourage and support research into respiratory nursing issues.

2.7 To recruit nurses and associated health care members practising, identifying with, and/or interested in respiratory nursing care to belong to the College of Respiratory Nurses, NZNO.

2.8 To provide a communications network for all members including regular newsletters, conferences and dissemination of information on national and international trends, projects and research issues pertaining to respiratory nursing.

2.9 To operate within the protection, partnership and participation principles of the Treaty of Waitangi.

2.10 To liaise with appropriate authorities on social and health issues relevant to respiratory nursing and community health.

2.11 To actively facilitate the ongoing strategic and professional development of respiratory nurses in conjunction with NZNO and appropriate health authorities.

2.12 To support the objectives, policy and activities of the New Zealand Nurses' Organisation.

3. MEMBERSHIP

3.1 Full Member

3.1.1 Any qualified nurse in New Zealand currently practising aspects of respiratory nursing and who is a financial member of NZNO.

3.1.2 Full members will pay any levy to the College of Respiratory Nurses' NZNO set by the Annual General Meeting (AGM).

3.2 Associate Membership

3.2.1 Qualified nurses, student nurses and health care assistants interested in respiratory nursing, but not necessarily in practice.

3.2.2 Qualified nurses, student nurses and health care assistants must be financial members of NZNO unless they meet the criteria for retired nurse member.

3.2.3 Allied health professionals' interested in respiratory care.

3.2.4 Allied health professionals are not required to be a financial member of NZNO, but may belong to Health Professionals NZ.

3.2.5 Members of consumer groups interested in respiratory care who are not eligible for NZNO membership.

3.2.6 Associate members will pay any levy to the College of Respiratory Nurses, NZNO set by the AGM.

3.2.7 Associate members may not hold office, propose nominations or motions or have voting rights.

3.3 Honorary Membership

3.3.1 Honorary Membership may be bestowed from time to time and will be proposed by the National committee and ratified at an AGM.

3.3.2 The College of Respiratory Nurses, NZNO may grant honorary membership to any NZNO member or ex-member in recognition of their contribution to the college/ section or to Respiratory nursing.

3.3.3 Honorary members are not required to pay the College of Respiratory Nurses, NZNO levy.

3.3.4 The name and address of honorary members shall appear in the register of members and have all the rights and responsibilities of a full member.

3.3.5 Honorary membership of the College of Respiratory Nurses, NZNO does not confer honorary membership of NZNO.

3.4 Retired Nurse Membership

3.4.1 The national committee may allow, on individual application, retired nurse membership to a college member who has retired permanently from nursing and any other employment position.

3.4.2 The retired members will pay any levy to the College of Respiratory Nurses, NZNO set by the AGM.

3.4.3 Retired members may not hold office, propose nominations or motions or have voting rights.

3.4.4 The name and address of retired members shall appear in the register of members.

3.5 Register of members and Admission to membership

3.5.1 NZNO membership staff shall maintain the register of the College of Respiratory Nurses, NZNO. This register is to include name, address, college membership status, including financial NZNO membership number (if applicable) and the date of joining.

3.5.2 The committee shall notify NZNO membership staff of any new members making application directly to the college and NZNO membership staff

shall notify the college of registration for membership made directly to NZNO at least bi-monthly.

3.5.3 The committee shall inform NZNO membership staff of members who have resigned or are no longer eligible for college membership at least bi-monthly.

3.5.4 The committee shall review the currency of the register biennially and notify the NZNO membership staff of changes.

3.5.5. Membership information is kept confidential to the college and NZNO.

4 RIGHTS AND RESPONSIBILITIES OF MEMBERS

4.1 All members shall have the right to attend meetings and to receive information from the college

4.2 Full members shall in addition to 4.1 have the right to propose nominations and motions and become office bearers

4.3 All members have the responsibility of notifying the secretary of any change of name, address, place of employment and occupation.

4.4 Delegated members may speak on behalf of the college only after consultation.

4.5 New members shall have access to a copy of the rules of the college handbook without charge.

5. RESIGNATION

A member shall cease to be a member of the College of Respiratory Nurses, NZNO in the event of:

- I. Resignation in writing
- II. Any levy being unpaid for three (3) months in which event she/he shall automatically cease to be a member; or
- III. ceasing to be a member of NZNO.

6. LEVIES

6.1 The college will not charge a membership subscription, however annual or intermittent fees to support particular activities may be levied on members.

6.2 Any levy for particular activities will be reviewed annually by the national committee and shall not be raised with respect of core activities.

6.3 Proposed changes will be circulated to all members at least thirty (30) days prior to the AGM.

6.4 Any proposed changes in levies will be discussed and voted on at the AGM by a majority of members present.

6.5 The date for any agreed levy will take effect from the beginning of the next financial year.

7. FINANCE

7.1 The financial year shall be from 1 April to 31 March.

7.2 The college's finances will be centralised in the NZNO National Office and are included in the annual financial statements of NZNO and audited with the National Office accounts. Annual college financial reports shall be forwarded to the NZNO Business Services Manager by May and incorporate a record of the financial position of any regional divisions/section(s). No separate audited account shall be produced for the college and regional divisions/ sections.

7.3 college accounts shall be subject to random and detailed audit by NZNO's external auditors.

7.4 The college treasurer shall keep accounting records in accordance with current accounting practice and NZNO requirements.

7.5 Financial statements and accounts for payment shall be presented at all committee meetings and recorded in the minutes.

7.6 The national committee shall appoint persons to sign authorities for payment of invoices, expenses etc.

7.7 The annual financial reports will be presented at the AGM.

7.8 Any regional divisions/sections of the national college shall have their financial accounts recorded within the national college accounting records. This information shall be forwarded to NZNO for recording in the NZNO annual financial statements.

7.9 Any surplus funding from college conferences (after returning any seeding monies) shall be administered by the national committee. The college may develop standing orders regarding the distribution of profits between the organising group and any other body and the college and this distribution is predetermined by the members at an AGM. Such monies should be noted as an extra source of income on the income side of the balance sheet, and be banked in the college's account.

7.10 The committee shall draw up an annual budget to be presented and approved at the AGM. A copy shall be sent to the Business Manager of the NZNO (Inc).

8. NATIONAL COMMITTEE

8.1 Membership

- (i) The national committee shall consist of no more than eight (8) elected people with wide geographical distribution.

Either

- (ii) At the first meeting following the AGM the committee shall, from amongst its members, appoint the following officers: Chair, Vice-Chair, Secretary, and Treasurer.

Or

- (iii) The national Chair shall be elected by members. At the first meeting following the AGM the committee shall, from amongst its members, appoint the following officers: Vice-Chair, Secretary, and Treasurer

8.1.1 The term of office shall be two (2) years, or three (3) years, with right of re-election for a further two (2) years, or three (3) years. Members shall be re-eligible for re-election after a break of two (2) years.

8.1.2 The newly elected members of the national committee shall hold office from the conclusion of business of the AGM of the Respiratory Nurses College of NZNO until the conclusion of business at the end of their term of office, at which time their successors assume office.

8.1.3 Any honoraria or like payment to members of the national committee shall be decided at the AGM.

8.2 Meetings

8.2.1 There shall be three meetings per year plus the AGM. This does not exclude the possibility of teleconference or video link or other electronic means. Face-to-face meetings are to be kept to a minimum in the interests of sound resource and time management with most work being conducted electronically and by teleconference. In the annual application to NZNO for funding to support core activities the annual plan will be reviewed against the funding request and the number of planned face-to-face meetings will need to be justified and may be challenged.

8.2.2 The quorum shall be fifty percent (50%) plus one (1) of the elected committee.

8.2.3 Committee members are expected to attend committee and AGMs and if unable to attend the Chair must be notified.

8.3 Powers

8.3.1 The committee shall have the power to:

- (i) Govern the college in accordance with any guidance from the AGM and conduct the business between AGMs.
- (ii) Through its office holders to manage the business of the college in accordance with its objectives.
- (iii) Fill any vacancies occurring in the committee by appointing a specific person to hold office until the next elections.
- (iv) Co-opt or form sub-committees as necessary for any special project or activity. Where a person who is co-opted is not a full member of the college, they shall not have voting rights in the national committee or any of its sub-committees. The outgoing chair may provide a support role to the incoming chair for six (6) months under this rule.
- (v) The national committee has the power to call a Special General Meeting in extraordinary circumstances as may be required.

8.3.2 The committee shall not have the power to:

- (i) employ staff on a permanent, part-time, contractual or temporary basis
- (ii) enter into contracts
- (iii) “endorse” on behalf of NZNO or authorise use of the NZNO logo without permission of the Board of Directors

9. ELECTIONS OF NATIONAL COMMITTEE

9.1 Nominations

- 9.1.1 Nominations shall be called for from the College of Respiratory Nurses, NZNO members by the secretary, in sufficient time for all members to be notified with information about the candidates circulated with the official voting paper. All full members are entitled to vote.
- 9.1.2 Nominees must be full financial members of the College of Respiratory Nurses NZNO.
- 9.1.3 Nominations must be on the official nomination form as provided by the national committee.
- 9.1.4 If number of nominations does not exceed the number of vacancies, then those nominated will be considered duly elected. Members shall receive information about those elected.
- 9.1.5 The national committee shall appoint a Returning Officer who shall be responsible for the conduct of any necessary ballot, provided that the Returning Officer shall not be a potential candidate for office.

9.2 Voting

9.2.1 Voting shall be either:

- (i) at AGM following the ballot process described in college and Section Handbook (July 2011) NZNO or
- (ii) by postal ballot, using the official ballot papers as provided by the Returning Officer.

9.2.2 The Ballot papers shall clearly show:

- (i) The names of the candidates for election.
- (ii) Instructions on the manner in which a vote is to be recorded.
- (iii) The date and manner by which such ballot papers have to be returned to the Returning Officer.

9.2.3 The results of the direct AGM or postal ballot will be announced at the end of the Annual General Meeting, in accordance with ballot process described in College and Section Handbook (July 2011) NZNO.

9.2.4 The announcement of the newly elected officers shall be made before the closing of the Annual General Conference.

9.2.5 Closing date and time for the return of postal ballots will be one (1) week prior to the Annual General Meeting.

9.2.6 The candidate with the highest number of valid votes shall be declared elected. Provided that, in the event of more than one (1) vacancy, candidates shall fill vacancies in descending order of the number of votes received per candidate until all vacancies are filled.

9.2.7 In other matters voting shall be by a show of hands. All resolutions shall be decided by a majority of votes.

9.2.8 The Chairperson is not entitled to a casting vote.

9.2.9 No proxy voting is permitted.

10. ANNUAL GENERAL MEETINGS

10.1 There shall be an Annual General Meeting held at a time and venue as determined by the National Committee.

10.2 The Annual General Meeting shall be chaired by the Chairperson of the College of Respiratory Nurses, NZNO. If the Chairperson is unable to attend then the National Committee shall appoint a chairperson from amongst its own members.

- 10.3 The Annual General Meeting shall be conducted by face-to-face, video link or other electronic means as recommended by the national committee and agreed to by the AGM in approving the forthcoming Annual Operational and Business Plan. In the event that the previous AGM did not make a decision on this issue, the national committee shall decide.
- 10.4 All members shall receive the agenda, proposed resolutions and other business, a minimum of 30 days before the date of the Annual General Meeting.

10.5 Powers of the Annual General Meeting

10.5.1 The powers of the Annual General Meeting shall be

- (i) The Annual General Meeting is the highest decision-making authority of the College, subject only to the outcome of a ballot of full members of the College.
- (ii) Establish the Policy of the College of Respiratory Nurses NZNO.
- (iii) Consider and decide upon all remits forwarded for its consideration in accordance with these rules.
- (iv) Receive and consider:
 - The Annual Report as presented by the Chairperson.
 - Audited statement of Income and Expenditure and Annual Balance Sheet.
 - Proposed budget for the next financial year.
- (v) Set membership fees.
- (vi) Report the results of the Elections.
- (vii) Determine any honoraria to be paid.
- (viii) The Annual General Meeting may delegate to the National Committee any matter, and may direct the National Committee, as it sees fit.
- (ix) The effect of every decision made at the Annual General Meeting is to bind every member of the National Committee and financial members of the College to that decision.
- (x) Receive, discuss and decide upon any other matter which the Annual General Meeting agrees to put on the Agenda.
- (xi) Decide the location and timetable for the next AGM, provided that consideration is given to location, with preference to alternating geographical areas.

- 10.5.2 A representative of New Zealand Nurses Organisation (Inc.) shall be invited to the Annual General Meeting.

10.6 Special Annual General Meeting

- 10.6.1 The National Committee shall call a Special General Meeting at a time and place of its choosing.

10.6.2 A Special General Meeting shall be conducted by face-to-face, video link or other electronic means as recommended by the national committee and agreed to by the AGM in approving the forthcoming Annual Operational and Business Plan. In the event that the previous AGM did not make a decision on this issue, the national committee shall decide.

10.6.3 All members shall receive notification of date, time and place not less than one (1) month before the date of the Special General Meeting.

10.6.4 Any notice given under this rule shall state the business to be transacted at the Special General Meeting and no business other than that specified in the notice shall be transacted at the meeting.

11. MEETING PROCEDURES OF THE COLLEGE INCLUDING AGM AND SGM

11.1 Meetings will be conducted according to accepted meeting procedure (refer to the NZNO College/Section Handbook).

11.2 Members are entitled to attend National Committee meetings but have speaking rights only.

11.3 The quorum for the Annual General Meeting shall be five per cent (5%) of full members.

11.4 All full members in attendance have voting rights.

11.5 With the exception of the postal election ballot, all matters will be voted on by a show of hands, unless any member requests a secret ballot.

11.6 All resolutions will be decided by a majority of votes.

11.7 The Chairperson is entitled to a casting vote.

11.8 No proxies are permitted at meetings

11.9 The Secretary is to forward copies of all National Committee minutes and Newsletters to NZNO, and the appropriate College Representative on the NZNO Membership Committee.

NB: Postal Ballots – If the College uses a postal ballot system rules are to be developed in conjunction with the Professional Nursing Adviser and are to be based on NZNO Constitution

12. RULE CHANGES

12.1 Proposed changes to the rules shall be forwarded to the Secretary thirty (30) days prior to the Annual General Meeting. The proposed changes shall be circulated to all members in a reasonable time before the Annual General Meeting.

12.2 Voting on these proposed changes shall take place at the Annual General Meeting.

12.3 Any changes to the rules are to be approved by the Board of Directors of the New Zealand Nurses' Organisation (Inc.).

13. REGIONAL SECTIONS/ DIVISIONS OF THE COLLEGE

13.1 Establishment of a Regional Section/ Division

13.1.1 A regional section/division consists of the members working or living within a geographical area defined by the National Committee.

13.1.2 The National Committee will give consideration to having the same regional boundaries as NZNO.

13.2 Functions and Powers

13.2.1 The regional sections/divisions are established in order to achieve the objectives of the National Committee.

Their purposes are:

- (i) To unite members within the region and to provide opportunities for them to discuss, educate, consult and co-operate with each other.
- (ii) To ensure free communication with individual members and sections within each region and with national Committee by establishing an effective communication system.

13.2.2 Governance: Regional sections/divisions shall have rules in consistent with the College of Respiratory Nurses, NZNO rules and the constitution of the NZ Nurses Organisation Schedule Seven.

13.2.3 Individual regional sections/divisions will be responsible for forwarding any members levies to the National Committee by June 30th each year.

13.2.4 Financial Reporting: The financial status of the regional sections/ division will be reported in the College annual accounts.

14. NZNO ANNUAL CONFERENCE

The delegates to the NZNO Annual General Meeting and Conference shall be the Chairperson or a deputy and one other Committee member (NZNO Constitution clause 27).

15 OBLIGATIONS

15.1 Only the National Chairperson or his/her delegated representative shall speak on behalf of the College.

15.2 The Chief Executive Officer of the NZ Nurses Organisation will be informed prior to communication with external organisations or the media.

15.3 Communication with National or International Organisations or government departments shall initially be through the New Zealand Nurses Organisation Chief Executive Officer.

15.4 The NZ Nurses Organisation will be promoted through the college.

15.5 The college will be clearly identified as a part of NZNO in the college logo, communications and publications.

16. INTERPRETATION

16.1 The rules of the college are subject to confirmation by NZNO, whose Board of Directors may from time-to-time request changes in the interests of good governance of NZNO.

16.2 Where any matter is not provided for in these Rules, the Constitution of NZNO shall apply to the extent of the powers of relevant section outlined in schedule seven outlined in the NZNO Constitution.

17. WINDING UP

In the event of the College's dissolution, the administration of all the assets, liabilities, and properties etc shall be transferred to Board of Directors of the New Zealand Nurses Organisation (Inc.).

February 1997 approved by National Executive August

1998 approved by Board of Directors February

2002 passed at Section AGM February

2005 passed at Section AGM

April 2016 passed at Section AGM