



Tōpūtanga Tapuhi
Kaitiaki o Aotearoa

NEW ZEALAND NURSES
ORGANISATION



NZNO Cancer Nurses College Rules

1. NAME

- 1.1 NZ Nurses Organisation (NZNO) Cancer Nurses College.

2. OBJECTIVES

Leadership – Rangatiratanga

- 2.1 To be the lead voice for cancer nursing in Aotearoa New Zealand.
- 2.2 To maintain a strong public image of cancer nursing in Aotearoa New Zealand.
- 2.3 Influence health policy that impacts on cancer and cancer nursing care.
- 2.4 Continue to strengthen links with cancer nurses throughout New Zealand.
- 2.5 Maintain strategic links internationally, nationally and locally with key stakeholders involved in cancer care.
- 2.6 Promote cancer nursing research, scholarship and professional development.
- 2.7 Promote safe working environments.
- 2.8 Support the utilisation of the Knowledge and Skills Framework in cancer nursing.

Membership - Whanaungatanga

- 2.9 To promote continued growth in membership of the NZNO Cancer Nurses College.
- 2.10 To inform members of issues affecting cancer nursing in New Zealand.
- 2.11 Promote membership participation.
- 2.12 Be responsive to members' issues.
- 2.13 Support ongoing professional development for members.

Organisational – Kaitiakitanga

- 2.14 To support and protect the professional interests of members of the NZNO Cancer Nurses College and NZNO.
- 2.15 To be financially responsible in all college activities.
- 2.16 Advocate for increased human resource and professional workforce development required to meet the current and future demands.
- 2.17 Embrace Te Tiriti o Waitangi and its application to cancer nursing.

Social – Katahitanga

- 2.18 Contribute to and influence the development of cancer nursing education
- 2.19 Continue to advocate and strengthen the voice of cancer nursing.
- 2.20 Be innovative and responsive to the changing dynamics of the cancer health care environment.
- 2.21 To promote equity wherever it impacts upon the health and wellbeing of New Zealanders.
- 2.22 To promote healthy living to decrease the incidence of cancer.
- 2.23 Promote NZNO Cancer Nurses College members ability to recognise and implement Te Tiriti o Waitangi and demonstrate an understanding of tikanga.

3. MEMBERSHIP ELIGIBILITY

3.1 Full Member

- 3.1.1 Open to any nurse, nursing student, or individual involved in the care and support of people affected by cancer, who is a member of NZNO.

3.2 Honorary Member

Honorary membership may be conferred from time to time and shall be proposed by the national committee and ratified at a biennial general meeting.

- 3.2.1 The NZNO Cancer Nurses College may grant honorary membership to any NZNO member or ex-member in recognition of their contribution to the NZNO Cancer Nurses College or to cancer nursing.
- 3.2.2 The name and addresses of honorary members shall appear in the register of members and have all the rights and responsibilities of a full member.
- 3.2.3 Honorary membership of the NZNO Cancer Nurses College does not confer honorary membership of NZNO.

4. ADMISSION TO MEMBERSHIP

- 4.1 Any person described in Clause 3 shall be deemed to be a member, when an application for membership is received by the secretary or treasurer or a member of the national committee, or the NZNO membership office.

5. RESIGNATION

5.1 A member shall cease to be a member of the college in the event of:

5.1.1 Resignation in writing;

5.1.2 Ceasing to be a member of NZNO.

6. FINANCE

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

6.2 The NZNO Cancer Nurses College 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 Director of Professional Services and Nursing by May and incorporate a record of the financial position of any regional divisions/ special interest groups. No separate audited account shall be produced for the college and regional divisions/ special interest groups.

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

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

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

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

6.7 The annual financial reports will be presented at the BGM.

6.8 Any regional divisions/ special interest groups 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.

6.9 The host region share monies must be used prior to the next conference hosted by that region or within two (2) years of the last conference hosted by that region, whichever is the latter. Applications for funds for national conference attendance must allow sufficient time to enable member conference registrations being made by the early bird registration date. Any unused monies allocated to the host region will be returned to the college national committee education fund.

Rationale: Provides transparency for timeline for host region to access funds.

6.9.1 Returned to the college national committee, such monies shall be noted as an extra source of income on the income side of the balance sheet and be banked in the college education account.

- 6.9.2 Fifty percent of the returned monies will be allocated to the college national committee education fund.
- 6.9.3 Fifty percent of the returned monies will be held in the college national committee education fund for the use of college members from the regional area that hosted the conference.
- 6.9.4 The college members in the host region may only use their funds for educational purposes and/ or special projects related to cancer nursing.
- 6.9.5 The host region share will be held in the college national committee education fund account and paid out on invoice.
- 6.9.6 The host region share monies must be used within two (2) years of the conference. Any surplus after this time will be returned to the college national committee education fund.
- 6.10 The national committee shall draw up an annual budget to be presented and approved at the BGM. A copy shall be sent to the Business Manager of the NZNO (Inc).

7. NATIONAL COMMITTEE

7.1 Membership

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

Either

- 7.1.2 At the first meeting following the biennial general meeting the committee shall, from amongst its members, appoint the following officers:

- Chair
- Secretary
- Treasurer
- Publications Editor
- Communications/ Website Coordinator
- Education Grants and Scholarship Administrator
- Special Interest Groups Coordinator, and
- Membership Officer.

Or

- 7.1.3 The national Chair shall be elected by members. At the first meeting following the biennial general meeting the committee shall, from amongst its members, appoint the following officers

- Secretary
- Treasurer
- Publications Editor
- Communications/ Website Coordinator
- Education Grants and Scholarship Administrator
- Special Interest Groups Coordinator, and
- Membership Officer.

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

7.1.5 The newly elected members of the national committee shall hold office from the conclusion of business of the biennial general meeting of the Cancer Nurses College of NZNO until the conclusion of business at the end of their term of office, at which time their successors assume office.

7.1.6 Any honoraria or like payment to members of the national committee shall be decided at the biennial general meeting.

7.2 **Meetings**

7.2.1 There shall be six (6) meetings per two (2) year term plus the biennial general meeting. 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.

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

7.2.3 Committee members are expected to attend national committee and biennial general meetings and if unable to attend the Chair must be notified.

7.3 **Powers**

The committee shall have the power to:

7.3.1 Govern the college in accordance with any guidance from the biennial general meeting and conduct business between biennial general meetings.

- 7.3.2 Through its office holders, manage the business of the college in accordance with its objectives.
- 7.3.3 Fill any vacancies occurring in the national committee by appointing a specific person to hold office until the next elections.
- 7.3.4 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.
- 7.3.5 The national committee has the power to call a special general meeting in extraordinary circumstances as may be required.
- 7.4 The committee shall not have the power to:
 - 7.4.1 employ staff on a permanent, part-time, contractual or temporary basis
 - 7.4.2 enter into contracts
 - 7.4.3 “endorse” on behalf of NZNO or authorise use of the NZNO logo without permission of the Board of Directors
- 7.5 **Register of Members**
 - 7.5.1 NZNO membership staff shall maintain the register of the NZNO Cancer Nurses College. This register includes name, address, college membership status, including financial NZNO membership number (if applicable) and the date of joining.
 - 7.5.2 The committee shall notify NZNO membership staff of any new members making applications directly to the college, and NZNO membership staff shall notify the college of registration for membership made directly to NZNO at least bi-monthly.
 - 7.5.3 The committee shall inform NZNO membership staff of members who have resigned or are no longer eligible for college membership at least bi-monthly.
 - 7.5.4 The committee shall review the currency of the register biennially and notify the NZNO membership of changes.
 - 7.5.5. Membership information is kept confidential to the college and NZNO.

8. ELECTIONS OF NATIONAL COMMITTEE

8.1 Nominations

- 8.1.1 Nominations will be called for by the secretary, from the college members, 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.
- 8.1.2 The official form shall be used for all nominations.
- 8.1.3 If number of nominations does not exceed the number of vacancies, then those nominated will be considered duly elected.
- 8.1.4 The national committee shall appoint a returning officer who shall be responsible for the conduct of the ballot, provided that the officer shall not be a potential candidate for office.
- 8.1.5 Closing date and time for the return of postal ballots will be one (1) week prior to the biennial general meeting.
- 8.1.6 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.
- 8.1.7 The announcement of the new officers shall be made before the closing of the biennial general meeting.

9. BIENNIAL GENERAL MEETING

- 9.1 There shall be a biennial general meeting, chaired by the Chair of the college. If the Chair is unable to attend, then the national committee shall appoint a Chair from amongst its own members.
- 9.2 A biennial 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.

9.3 Powers of the biennial general meeting

The powers of the biennial general meeting shall be:

- 9.3.1 The biennial 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.
- 9.3.2 Establish the Policy of the NZNO Cancer Nurses College.
- 9.3.3 Consider and decide upon all remits forwarded for its consideration in accordance with these rules.

9.3.4 Receive and consider:

- The biennial report as presented by the Chair.
- Audited statement of Income and Expenditure and Annual Balance Sheet/ s.
- Proposed budget for the next financial year/ s.

9.3.5 Set any levy to support specific college/ section activities.

9.3.6 Report the results of the elections.

9.3.7 Determine any honoraria to be paid.

9.3.8 The biennial general meeting may delegate to the national committee any matter, and may direct the national committee, as it sees fit.

9.3.9 Receive, discuss and decide upon any other matter which the biennial general meeting agrees to put on the agenda.

9.3.10 Decide the location and timetable for the next biennial general meeting, provided that consideration is given to location, with preference to alternating geographical areas.

9.4 The effect of every decision made at the biennial general meeting is to bind every member of the national committee and financial members of the college to that decision.

9.5 A representative of NZNO shall be invited to the biennial general meeting.

10. SPECIAL GENERAL MEETING

10.1 The national committee may call a special general meeting at a time and place of its choosing.

10.2 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 BGM in approving the forthcoming Annual Operational and Business Plan. In the event that the previous BGM did not make a decision on this issue, the national committee shall decide.

10.3 All members shall receive notification of date, time and place not less than one (1) month before the date of the special general meeting.

10.4 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 BGM & 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 biennial 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/ electronic 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 Chair 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 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 biennial general meeting. The proposed changes shall be circulated to all members in a reasonable time before the biennial general meeting.
- 12.2 Voting on these proposed changes shall take place at the biennial general meeting.
- 12.3 Any changes to the rules are to be approved by the Board of Directors of the NZNO.

13. REGIONAL COLLEGE DIVISIONS

- 13.1 Establishment of a regional college division or a special interest group
 - 13.1.1 A regional division consists of the members working or living within a geographical area defined by the national committee. The national committee will give consideration to having the same regional boundaries as NZNO.
 - 13.1.2 Special Interest Groups (SIGs) are communities of members who share ideas, information and expertise with others in the same cancer care subspecialty.

13.2 Functions and Powers

The regional divisions and special interest groups are established in order to achieve the objectives of the national committee. Their purposes are:

13.2.1 To unite members within the region/ subspecialty and to provide opportunities for them to discuss, educate, consult and co-operate with each other.

13.2.2 To ensure free communication with individual members and sections within each region and/ or special interest group and with the national committee by establishing an effective communication system.

13.3 Governance

Regional college divisions and special interest groups shall have rules consistent with the college rules and the constitution of the NZ Nurses Organisation Schedule Seven.

13.4 Levies to national committees

Individual regions/ divisions will be responsible for forwarding any members levies to the national committee by June 30th each year.

13.5 Financial Reporting

The financial status of the regional divisions and the special interest groups will be reported in the college annual accounts.

14. **NZNO ANNUAL GENERAL CONFERENCE**

The delegates to the NZNO annual general conference shall be the Chair or a deputy and one other committee member. (NZNO Constitution Clause 27).

15. **OBLIGATIONS**

15.1 Only the national Chair or his/ her delegated representative shall speak on behalf of the college.

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

15.3 Communication with national or international organisations or government departments shall be through the NZNO Chief Executive Officer.

15.4 The NZNO will be promoted through the college.

15.5 The college will be identified as a part of NZNO clearly 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 require 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 NZNO (Inc.).

June 1998 approved by NZNO National Executive

June 2000 approved by NZNO Board of Directors

August 2005 approved by NZNO Board of Directors

June 2013 approved by NZNO Board of Directors