

## Rules for New Zealand College of Critical Care Nurses (NZNO)

### 1. NAME

#### 1.1 New Zealand College of Critical Care Nurses NZNO (NZCCCN)

Critical care nursing is defined as the provision of nursing care for patients and their Whanau within critical care, intensive care, combined intensive/high dependency/coronary care, high dependency care units, or Critical Care Outreach services.

### 2. OBJECTIVES

- 2.1 To be the recognised professional organisation of all critical care nurses in New Zealand.
- 2.2 To recruit nurses and associated health care members practising, identifying with, and/or interested in critical care to belong to the New Zealand College of Critical Care Nurses NZNO
- 2.3 To operate within the protection, partnership and participation principles of the Treaty of Waitangi.
- 2.4 To develop and disseminate critical care standards of practice for nurses.
- 2.5 To provide a communications network for all members including regular newsletters, conferences and disseminating information on issues pertaining to critical care nursing.
- 2.6 To liaise with appropriate authorities on social and health issues relevant to critical care nursing and community health.
- 2.7 To encourage, promote and/or develop and provide educational programmes/seminars for critical care nurses and those interested in critical care.
- 2.8 To encourage and support research into critical care nursing issues.
- 2.9 To actively facilitate the ongoing strategic and professional development of critical nurses in conjunction with NZNO and appropriate health authorities.
- 2.10 To promote critical care nursing and increase the profile of critical care nurses.

- 2.11 To communicate and liaise with other critical care organisations at a national and international level.
- 2.12 To support the objectives, policy and activities of NZNO.

### **3. MEMBERSHIP ELIGIBILITY**

#### **3.1 Full Member**

- 3.1.1 Any person who is a qualified nurse practising in critical care who is a financial member of NZNO.
- 3.1.2 Full members will pay any levy to the New Zealand College of Critical Care Nurses NZNO that will be discussed at the Annual Meeting and voted on by members in an electronic or postal ballot.

#### **3.2 Associate Member**

- 3.2.1 Qualified nurses, students and health care assistants interested in critical care nursing, but not necessarily in practice.
- 3.2.2 Qualified nurses, students 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 critical 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 critical care who are not eligible for NZNO membership.
- 3.2.6 Associate members will pay any levy to the New Zealand College of Critical Care Nurses NZNO that will be discussed at the Annual Meeting and voted on by members in an electronic or postal ballot.
- 3.2.7 Associate members may not hold office, propose nominations or motions or have voting rights.

#### **3.3 Honorary Member**

Honorary membership may be conferred from time to time and shall be proposed by the National Committee and that will be discussed at the Annual Meeting and voted on by members in an electronic or postal ballot.

- 3.3.1 The New Zealand College of Critical Care Nurses NZNO may grant honorary membership to any NZNO member or ex-member in recognition of their contribution to the New Zealand College of Critical Care Nurses NZNO or to critical care nursing.
- 3.3.2 Honorary members are not required to pay the New Zealand College of Critical Care Nurses NZNO levy.
- 3.3.3 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

- 3.3.4 Honorary membership of the New Zealand College of Critical Care Nurses NZNO does not confer honorary membership of NZNO.

#### **3.4 Retired Nurse Member**

- 3.4.1 The National Committee may allow, on individual application, retired nurse membership to be a New Zealand College of Critical Care Nurses NZNO member who has retired permanently from nursing and any other employment position.
- 3.4.2 The retired members will pay any levy to the New Zealand College of Critical Care Nurses NZNO that will be discussed at the Annual Meeting and voted on by members in an electronic or postal ballot.
- 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.

### **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.
- 4.2 Such persons shall pay any levy set by the Annual Meeting from the date of joining.

### **5. RESIGNATION**

- 5.1 A member shall cease to be a member of the New Zealand College of Critical Care Nurses NZNO in the event of:
  - 5.1.1 Resignation in writing.
  - 5.1.2 Any levy being unpaid for three (3) months in which event she/he shall automatically cease to be a member; or
  - 5.1.3 Ceasing to be a member of NZNO.

### **6. LEVIES**

- 6.1 The New Zealand College of Critical Care Nurses NZNO will not charge a membership subscription, however annual or intermittent fees to support particular activities may be levied on members.
  - 6.1.1 Any levy for particular activities will be reviewed annually by the National Committee and shall not be raised with respect of core activities.
  - 6.1.2 Proposed changes will be circulated to all members at least thirty (30) days prior to the Annual Meeting.

- 6.1.3 Any proposed changes in levies that will be discussed at the Annual Meeting and voted on by members in an electronic or postal ballot
- 6.1.4 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 New Zealand College of Critical Care Nurses NZNO 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 New Zealand College of Critical Care Nurses NZNO 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 New Zealand College of Critical Care Nurses NZNO and regional divisions/sections.
- 7.3 New Zealand College of Critical Care Nurses NZNO accounts shall be subject to random and detailed audit by NZNO's external auditors.
- 7.4 The New Zealand College of Critical Care Nurses NZNO 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 Annual Meeting.
- 7.8 Any regional divisions/sections of the New Zealand College of Critical Care Nurses NZNO shall have their financial accounts recorded within the New Zealand College of Critical Care Nurses NZNO accounting records. This information shall be forwarded to NZNO for recording in the NZNO annual financial statements.
- 7.9 Any surplus funding from New Zealand College of Critical Care Nurses NZNO conferences (after returning any seeding monies) shall be administered by the National Committee. The New Zealand College of Critical Care Nurses NZNO may develop standing orders regarding the distribution of profits between the organising group and any other body and the New Zealand College of Critical Care Nurses NZNO and this distribution will be discussed by the members at an Annual Meeting or by electronic discussion and vote of five percent (5%) of the membership. Such monies should be noted as an extra source of income on the income side of the balance sheet and be banked in the New Zealand College of Critical Care Nurses NZNO account.
- 7.10 The Committee shall draw up an annual budget to be presented and approved at the Annual Meeting. A copy shall be sent to the Business Manager of the NZNO (Inc).

## 8. NATIONAL COMMITTEE

### 8.1 Membership

- 8.1.1 The National Committee shall consist of no more than eight (8) elected people with a wide geographical representation.
- 8.1.2 The New Zealand College of Critical Care Nurses NZNO national committee will be represented by the following four districts:  
**NORTHERN** (Northland, Auckland, Waitemata, Counties Manukau);  
**TE MANAWA TAKI** (Waikato, Lakes, Bay of Plenty, Tairāwhiti Gisborne, and Taranaki);  
**CENTRAL** (Wanganui, Capital, Coast & Hutt Valley, Hawkes Bay, Midcentral, and Wairarapa);  
**TE WAIPOUNAMU** (Nelson, Marlborough, Canterbury, South Canterbury, West Coast and Southern);
- 8.1.3 The districts will have the following numbers of representatives: Northern (2), Te Manawa Taki (2), Central (2), Te Waipounamu (2).
- The committee shall demonstrate a continuing commitment to improving equity within the committee roles.
- 8.1.4 At the first meeting following the Annual Meeting the committee shall, from amongst its members, appoint the following officers: chairperson, secretary, treasurer, and vice-chairperson. With the agreement of the committee these appointments may be changed within the period of the committee.
- 8.1.5 The national committee may also choose to appoint other roles such as website coordinator, Critical Comment editor, membership coordinator and other roles as deemed appropriate. It may be that these roles are delegated to individuals who are not part of the national committee in which case they will be expected to provide a report for national committee meetings and they will have no voting rights on the national committee or any of its sub-committees
- 8.1.6 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-selection after a break of two (2) years.
- 8.1.7 The newly elected members of the National Committee shall hold office from the conclusion of business of the Annual Meeting of the New Zealand College of Critical Care Nurses NZNO until the conclusion of business at the end of their term of office, at which time their successors assume office.

Any honoraria or like payment to members of the National Committee that will be discussed at the Annual Meeting and voted on by members in an electronic or postal ballot

## 8.1.8 8.2 **Meetings**

- 8.2.1 There shall be three meetings per year plus the Annual 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.
- 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 Annual Meetings and if unable to attend the Chairperson must be notified.

## 8.3 **Powers**

The Committee shall have the power to:

- 8.3.1 Govern the New Zealand College of Critical Care Nurses NZNO in accordance with any guidance from the Annual Meeting and conduct the business between Annual Meetings.
- 8.3.2 Through its office holders, manage the business of the New Zealand College of Critical Care Nurses NZNO in accordance with its objectives.
- 8.3.3 Fill any vacancies occurring in the committee by appointing a specific person to hold office until the next elections.
- 8.3.4 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 New Zealand College of Critical Care Nurses NZNO, 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.
- 8.3.5 The National Committee has the power to call a Special General Meeting in extraordinary circumstances as may be required.

## 8.4 **The committee shall not have the power to:**

- 8.4.1 Employ staff on a permanent, part-time, contractual or temporary basis
- 8.4.2 Enter into contracts
- 8.4.3 “Endorse” on behalf of NZNO or authorise use of the NZNO logo without permission of the Board of Directors

## 8.5 **Register of Members**

- 8.5.1 NZNO membership staff shall maintain the register of the New Zealand College of Critical Care Nurses NZNO. This register is to include name, address, New Zealand College of Critical Care Nurses

NZNO membership status, including financial NZNO membership number (if applicable) and the date of joining.

- 8.5.2 The Committee shall notify NZNO membership staff of any new members making application directly to the New Zealand College of Critical Care Nurses NZNO, and NZNO membership staff shall notify the New Zealand College of Critical Care Nurses NZNO of registration for membership made directly to NZNO at least bi-monthly.
- 8.5.3 The Committee shall inform NZNO membership staff of members who have resigned or are no longer eligible for New Zealand College of Critical Care Nurses NZNO membership at least bi-monthly.
- 8.5.4 The Committee shall review the currency of the register biennially and notify the NZNO membership of changes.
- 8.5.5 Membership information is kept confidential to the New Zealand College of Critical Care Nurses NZNO and NZNO.

## **9. ELECTIONS OF NATIONAL COMMITTEE**

### **9.1 Nominations**

- 9.1.1 Nominations for regional representatives will be called for by the Secretary, from the New Zealand College of Critical Care Nurses NZNO 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.

Each member may only nominate and vote for a representative from within their own regional area as identified in the membership list and as outlined in 8.1

- 9.1.2 The official form shall be used for all nominations.
- 9.1.3 If number of nominations for each region does not exceed the number of vacancies, then those nominated will be considered duly elected.
- 9.1.4 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.
- 9.1.5 Closing date and time for the return of postal or electronic ballots will be one (1) week prior to the Annual Meeting.
- 9.1.6 The candidate in each region 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 for the region are filled.
- 9.1.7 The announcement of the newly officers shall be made before the closing of the Annual Meeting.

## **10. ANNUAL MEETING**

- 10.1 There shall be an Annual Meeting, chaired by the Chairperson of the New Zealand College of Critical Care Nurses NZNO. If the Chairperson is unable to attend, then the National Committee shall appoint a chairperson from amongst its' own members.
- 10.2 An Annual 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 Annual Meeting in approving the forthcoming Annual Operational and Business Plan. In the event that the previous Annual Meeting did not make a decision on this issue, the national committee shall decide.

### **10.3 Powers of the Annual Meeting**

The powers of the Annual Meeting shall be

- 10.3.1 Provide a discussion group New Zealand College of Critical Care Nurses NZNO
- 10.3.2 Discuss the Policy of the New Zealand College of Critical Care Nurses NZNO.
- 10.3.3 Discuss all remits forwarded for its consideration in accordance with these rules. Remits shall be forwarded to the chairperson at least thirty (30) days prior to the Annual meeting. Following discussion at the Annual meeting remits shall be voted on by postal or electronic ballot within sixty days of the next national committee meeting.
- 10.3.4 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.
- 10.3.5 Discuss any levy to support New Zealand College of Critical Care Nurses NZNO activities which that will be discussed at the Annual Meeting and voted on by members in an electronic or postal ballot.
- 10.3.6 Report the results of the Elections.
- 10.3.7 Discuss any honoraria will be discussed at the Annual Meeting and voted on by members in an electronic or postal ballot.
- 10.3.8 Receive, discuss and decide to send any additional matters out to a vote of the membership.
- 10.3.9 Decide the location and timetable for the next Annual Meeting, provided that consideration is given to location, with preference to alternating geographical areas.
- 10.3.10 A representative of New Zealand Nurses Organisation (Inc.) shall be invited to the Annual Meeting.



#### 10.4 Voting

- 10.4.1 The minimum number of members voting for the postal or electronic ballot to be valid shall be five per cent (5%) of full members.
- 10.4.2 All full members have voting rights.
- 10.4.3 Voting shall be by electronic or postal ballot. All ballots shall be decided by a majority of votes.
- 10.4.4 No proxy voting is permitted.
- 10.4.5 Postal and electronic ballots may be requested by NZCCCN, based on the clause in Schedule 5 Clause 2 of the NZNO Constitution. Members may be contacted by post or electronically for a ballot.

### **11. SPECIAL GENERAL MEETING**

- 11.1 The National Committee may call a Special General Meeting at a time and place of its choosing.
- 11.2 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 Annual Meeting in approving the forthcoming Annual Operational and Business Plan. In the event that the previous Annual Meeting did not make a decision on this issue, the national committee shall decide.
- 11.3 All members shall receive notification of date, time and place not less than one (1) month before the date of the Special General Meeting.
- 11.4 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.

### **12. MEETING PROCEDURES OF THE COLLEGE/SECTION INCLUDING AM AND SGM**

- 12.1 Meetings will be conducted according to accepted meeting procedure (refer to the NZNO College/Section Handbook)
- 12.2 Members are entitled to attend National Committee meetings but have speaking rights only.
- 12.3 All full members in attendance have voting rights. With the exception of the postal or electronic election ballot, all matters will be voted on by a show of hands, unless any member requests a secret ballot.
- 12.4 All resolutions will be decided by a majority of votes
- 12.5 The Chairperson is entitled to a casting vote.
- 12.6 No proxies are permitted at meetings

- 12.7 The Secretary is to forward copies of all National Committee minutes and Newsletters to NZNO, and the appropriate New Zealand College of Critical Care Nurses NZNO representative on the NZNO Membership Committee.

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

### **13. RULE CHANGES**

- 13.1 Proposed changes to the rules shall be forwarded to the Secretary thirty (30) days prior to the Annual Meeting. The proposed changes shall be circulated to all members in a reasonable time before the Annual Meeting.
- 13.2 Voting on these proposed changes shall take place after a discussion at the Annual Meeting by a postal or an electronic ballot.
- 13.3 Any changes to the rules are to be approved by the Associate Professional Services Manager and CEO and notified to the Board of Directors of the New Zealand Nurses' Organisation

### **14. REGIONAL SECTIONS/COLLEGE DIVISIONS**

14.1 Establishment of a Regional New Zealand College of Critical Care Nurses NZNO Division

A region/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

14.2 Functions and Powers

The regions/divisions are established in order to achieve the objectives of the National Committee. Their purposes are:

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

14.2.2 To ensure free communication with individual members and sections within each region and with national Committee by establishing an effective communication system.

14.3 Governance

Regional New Zealand College of Critical Care Nurses NZNO. Divisions shall have rules that are consistent with the College/National Section rules and the constitution of the NZ Nurses Organisation Schedule Seven.

14.4 Levies to National Committees

Individual regions/divisions will be responsible for forwarding any members levies to the National Committee by June 30<sup>th</sup> each year.

#### **14.5 Financial Reporting**

The financial status of the region/division will be reported in the College/Section annual accounts.

### **15. NZNO ANNUAL CONFERENCE**

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

### **16. OBLIGATIONS**

- 16.1 Only the National Chairperson or his/her delegated representative shall speak on behalf of the New Zealand College of Critical Care Nurses NZNO.
- 16.2 The Chief Executive Officer of the NZ Nurses Organisation will be informed prior to communication with external organisations or the media.
- 16.3 Communication with National or International Organisations or government departments shall initially be through the New Zealand Nurses Organisation Chief Executive Officer.
- 16.4 The NZ Nurses Organisation will be promoted through the New Zealand College of Critical Care Nurses NZNO
- 16.5 The New Zealand College of Critical Care Nurses NZNO will be identified as a part of NZNO clearly in the New Zealand College of Critical Care Nurses NZNO logo, communications and publications.

### **17. INTERPRETATION**

- 17.1 The rules of the New Zealand College of Critical Care Nurses NZNO 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.
- 17.2 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.

### **18. WINDING UP**

In the event of the New Zealand College of Critical Care Nurses NZNO 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.).

**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**  
**March 2014 passed at CCNS Annual Meeting**  
**December 2014 approved by NZNO Board of Directors**