

NEW ZEALAND NURSES ORGANISATION (INC.)
Rules of NZNO Nurse Managers New Zealand Section

Ref: A869

November 2015

1. NAME

NZNO Nurse Managers New Zealand

2. OBJECTIVES

- (a) To be the recognised professional NZNO section of all nurse managers in New Zealand.
- (b) To recruit nurses practising, identifying with, and/or interested in nursing management and leadership to belong to the NZNO Nurse Managers New Zealand
- (c) To practice within the protection, partnership and participation principles of the Treaty of Waitangi.
- (d) To provide a communications network for all members including regular newsletters, website updates, practice development and dissemination of information on issues pertaining to clinical and operational management.
- (e) To liaise with appropriate authorities on social and health issues relevant to clinical and operational management.
- (f) To encourage, promote and provide the development of educational forums for Nurse Managers.
- (g) To encourage and support research into nurse management issues.
- (h) To actively facilitate the ongoing strategic and professional development of nurse managers in conjunction with NZNO and appropriate health authorities.
- (i) To promote nurse management and increase the profile of nurse managers.
- (j) To communicate and liaise with other organisations at a national and international level.
- (k) To support the objectives, policy and activities of NZNO.

3. MEMBERSHIP ELIGIBILITY

(a) Full Member

- (i) Any person who is a qualified nurse practising in a nurse manager role who is a financial member of NZNO.

(b) Associate Member

- (i) Qualified nurses interested in nurse management, but not necessarily in a permanent nurse management role.
- (ii) Qualified nurses must be financial members of NZNO unless they meet the criteria for retired nurse member.
- (iii) Associate members may not hold office, propose nominations or motions or have voting rights.
- (iv) The name and address of associate members shall appear in the register of members.

(c) Honorary Member

Honorary membership may be conferred from time to time and shall be proposed by the National Committee and ratified at an Annual General Meeting.

- (i) The NZNO Nurse Managers New Zealand may grant honorary membership to any NZNO member or ex-member in recognition of their contribution to the Section or to nurse management.
- (ii) 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.

(d) Retired Nurse Member

- (i) The National Committee may allow, on individual application, retired nurse membership to a Section member who has retired permanently from nursing and any other employment position.
- (ii) Retired members may not hold office, propose nominations or motions or have voting rights.
- (iii) The name and address of retired members shall appear in the register of members.

4. ADMISSION TO MEMBERSHIP

- (a) Any person described in Rule 3 shall be deemed to be a member, when an application for membership is received and confirmed by the National Committee

5. RESIGNATION

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

- (a) Resignation in writing.
- (b) Ceasing to be a member of NZNO.

6. LEVY

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

- (a) Any levy for particular activities will be reviewed annually by the National Committee and shall not be raised in respect of core activities.
- (b) Proposed changes will be circulated to all members at least thirty (30) days prior to the Annual General Meeting.
- (c) Any proposed levy will be discussed and voted on at the Annual General Meeting by a majority of members present.
- (d) The date for any agreed levy will take effect from the beginning of the next financial year.

7. FINANCE

- (a) The financial year shall be from 1 April to 31 March.
- (b) The Section'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. No separate audited account shall be produced for the Section.
- (c) Section accounts shall be subject to random and detailed audit by NZNO's external auditors.
- (d) The Section treasurer shall keep accounting records in accordance with current accounting practice and NZNO requirements.
- (e) Financial statements and accounts for payment shall be presented at all committee meetings and recorded in the minutes.
- (f) The national committee shall appoint persons to sign authorities for payment of invoices, expenses etc.
- (g) The annual financial reports will be presented at the AGM.
- (h) Any regional divisions/sections of the national section will have their financial accounts recorded within the national section accounting records. This information will be forwarded to NZNO for recording in the NZNO annual financial statements.
- (i) Any surplus funding from National Section conferences (after returning any seeding monies) shall be administered by the National Committee. The Section may develop standing orders regarding the distribution of profits between the organising group and any other body and the

Section 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 Section's account.

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

8. NATIONAL COMMITTEE

(a) Membership

- (i) The National Committee shall consist of eight (8) elected people with a wide geographical representation.
- (ii) At the first meeting following the Annual General Meeting the Committee shall, from amongst its members, appoint the following officers: Chairperson, Secretary, Treasurer Newsletter Editor, website manager, and membership co-ordinator.
- (iii) 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.
- (iv) The newly elected members of the National Committee shall hold office from the conclusion of business of the Annual General Meeting of the NZNO Nurse Managers New Zealand until the conclusion of business at the end of their term of office, at which time their successors assume office.
- (v) Any honoraria or like payment to members of the National Committee shall be decided at the Annual General Meeting.

(b) Meetings

- (i) There shall be a minimum of three meetings per year plus the Annual General Meeting.
- (ii) The quorum shall be fifty percent (50%) plus one (1) of the elected committee.
- (iii) Committee members are expected to attend committee and Annual General Meetings and if unable to attend the Chairperson must be notified.

(c) Powers

The committee shall have the power to:

- (i) Govern the Section in accordance with Annual General Meeting and conduct the business between Annual General Meetings.
- (ii) Through its office holders, manage the business of the Section 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 Section, they shall not have voting rights in the National Committee or any of its sub-committees.
- (v) The National Committee has the power to call a Special General Meeting in extraordinary circumstances as may be required.

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

(d) Register of Members

- (i) NZNO membership shall maintain the register of the NZNO Nurse Managers New Zealand. This register is to include name, address, status, including financial NZNO membership number (if applicable) and the date of joining.
- (ii) NZNO administration shall review the currency of the register bi-annually and notify the committee
- (iii) Membership information is kept confidential to the Section and NZNO.

9. ELECTIONS OF NATIONAL COMMITTEE

(a) Nominations

- (i) Nominations will be called for by the National Committee , from its members, in sufficient time for all members to be notified with information about the candidates circulated. All full members are entitled to vote.
- (ii) The official form shall be used for all nominations.
- (iii) 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.
- (iv) If nominations exceed the number of vacancies, members will be notified of information about the candidates and a vote will be held either by, postal vote or at the Annual General Meeting.
- (v) 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.

- (vi) If nominations received do not reach the number of vacancies, then further nominations may be called at the annual general meeting.
- (vii) The announcement of the newly elected officers shall be made at the Annual general Meeting

10. ANNUAL GENERAL MEETING

- (a) There shall be an Annual General Meeting held at the annual NZNO Nurse Managers New Zealand conference and chaired by the Chairperson of the Section. If the Chairperson is unable to attend then the National Committee shall appoint a chairperson from amongst its own members.

- (b) **Powers of the Annual General Meeting**

The powers of the Annual General Meeting shall be

- (i) The Annual General Meeting is the highest decision making authority of the Section, subject only to the outcome of a ballot of full members of the Section.
- (ii) Establish the policy of the NZNO Nurse Managers New Zealand.
- (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.
 - Statement of Income and Expenditure and Annual Balance Sheet.
- (v) Set any levy to support specific Section activities.
- (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 Section 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 Annual General Meeting, provided that consideration is given to location, with preference to alternating geographical areas.

- (c) **Special Annual General Meeting**
 - (i) The National Committee shall call a Special General Meeting at a time and place of its choosing.
 - (ii) All members shall receive notification of date, time and place not less than one (1) month before the date of the Special General Meeting.
 - (iii) 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.
- (d) **Meeting procedures**
 - (i) Meetings will be conducted according to accepted meeting procedure.
 - (ii) Members are entitled to attend National Committee meetings but have speaking rights only.
 - (iii) 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.
 - (iv) All resolutions will be decided by a majority of votes.
 - (v) The Chairperson is entitled to a casting vote.
 - (vi) No proxy is permitted at meetings
 - (vii) The Secretary is to forward copies of all National Committee minutes and Newsletters to NZNO and the Board of Directors Section representative.

11. VOTING

- (a) The quorum for the Annual General Meeting shall be five per cent (5%) of members.
- (b) All full members in attendance have voting rights.
- (c) Voting shall be by a show of hands unless a ballot is requested. All resolutions shall be decided by a majority of votes.
- (d) The Chairperson is entitled to a casting vote.
- (e) No proxy voting is permitted.
- (f) A representative of New Zealand Nurses Organisation (Inc.) shall be invited to the Annual General Meeting.

12. RULE CHANGES

- (a) Proposed changes to 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.
- (b) Voting on these proposed changes shall take place at the Annual General Meeting.
- (c) Any changes to the rules are to be approved by the Board of Directors of the New Zealand Nurses' Organisation (Inc).

13. NZNO ANNUAL CONFERENCE

The delegates to the NZNO Annual Conference shall be the Chairperson or a deputy and one other Committee member.

14. ETHICS

- (a) Only the National Chairperson or his/her delegated representative shall speak on behalf of the Section.
- (b) The Chief Executive Office of the NZ Nurses Organisation will be informed prior to communication with external organisations or the media.
- (c) Communication with National or International Organisations or government departments shall initially be through the New Zealand Nurses Organisation Chief Executive Officer.
- (d) The NZ Nurses Organisation will be promoted through the Section.
- (e) The Section will be identified as a part of NZNO clearly in logo, communications and publications.

15. INTERPRETATION

- (a) The rules of the Section 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.
- (b) Where any matter is not provided for in these Rules, the Rules of NZNO shall apply to the extent of the powers of section outlined in Rule 40 outlined in the NZNO Rules.

16. WINDING UP

In the event of the Section'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.).

**Adopted by NZNO Nurses Managers AGM on 5 November 2015
Endorsed by the NZNO Board of Directors March 2016 Meeting**