



## **College of Emergency Nurses New Zealand - NZNO** *A college of the New Zealand Nurses' Organisation*

### **Rules: (October 2015)**

1. **NAME:**  
The Name of the college shall be College of Emergency Nurses New Zealand - NZNO. 'Nga Ringa Ringa Aroha'.  
In abbreviation 'College Emergency Nurses New Zealand - NZNO.' (CENNZ - NZNO).
  
2. **MISSION STATEMENT:**  
The purpose of the College of Emergency Nurses NZ - NZNO shall be to function as the specialty nursing organisation for professional nurses committed to the advancement of emergency nursing in New Zealand (Aotearoa).
  
3. **AIMS:**
  - 3.1 **Education**
    - (a) To encourage and assist in the establishment of education programmes for emergency nurses.
    - (b) To establish emergency nursing awards to support nurses in gaining education/clinical expertise in the area of emergency nursing.
    - (c) To develop and review standards for education in emergency nursing practice.
  
  - 3.2 **Practice**
    - (a) To develop and disseminate current standards for emergency nursing practice.
    - (b) To provide official representation for emergency nurses and liaise with appropriate authorities on issues relevant to emergency nurses at local, national and international level.
    - (c) to develop and promote advanced emergency nursing practice in New Zealand/Aotearoa

**3.3 Management**

- (a) To support the objectives of the New Zealand Nurses Organisation.
- (b) To provide professional communication through publications, meetings and conferences.
- (c) To allow the opportunity for the membership to present and discuss the practice, research and study of emergency practice and allied subjects.

**3.4 Research**

- (a) To promote interest and research in the field of emergency nursing.

**3.5 Treaty of Waitangi**

- (a) To reflect in the activities of the College of Emergency Nurses New Zealand - NZNO, the three principles of the Treaty of Waitangi, participation, protection and partnership.

**4 MEMBERSHIP****4.1 Full Member**

- (a) Any qualified nurse that identifies with emergency nursing.
- (b) Financial member of NZNO.
- (c) Pays the annual levy to CENNZ – NZNO, this levy shall be set by the committee annually.

**4.2 Associate Member**

- (a) Qualified nurses interested in emergency nursing, but not necessarily in practice.
- (b) Qualified nurses must be financial members of NZNO unless resident overseas.
- (c) Allied health professionals interested in emergency care.
- (d) Allied health professionals are not required to be a financial member of NZNO, but may belong to Health Professionals NZ.
- (e) Members of consumer groups who have an interest in emergency care, who are not eligible for NZNO membership.
- (f) Associate members shall pay the full levy to CENNZ – NZNO, this levy shall be set by the committee CENNZ – NZNO annually.
- (g) Associate members may not hold office, propose nominations of motions, have voting rights or be eligible for financial support administered by CENNZ - NZNO.
- (h) The name and address of associate members shall appear in the register of members.

**4.3 Honorary Life Membership:**

- (a) Honorary life membership may be bestowed to any member or ex-member in recognition of their contributions to emergency nursing.
- (b) Nominations shall be sent to the secretary of the National Committee of CENNZ -NZNO
- (c) All Nominations received will be evaluated and decided on by the National Committee of CENNZ -

NZNO.

- (d) An Honorary Life Member shall have all the privileges of a full member but pay no subscription.

**4.4** All Members will receive CENNZ - NZNO journal up to four (4) times a year.

**4.5** Any person described in rule 4 shall be deemed to be a member of CENNZ - NZNO when an application for membership and the first levy payment has been received by a National Committee Member.

**5. RESIGNATION**

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

- 5.1** Resignation in writing.
- 5.2** Annual levy being unpaid for three (3) months in which event he/she shall automatically cease to be a member.
- 5.3** Ceasing to be a member of NZNO.

**6. ANNUAL LEVY**

**6.1** A membership register shall be maintained by the National Committee's membership co-coordinator.

- 6.2** The register shall include the;
- (a) Name of the Member
  - (b) Member's postal address
  - (c) Date on which the member joined CENNZ - NZNO
  - (d) Member's NZNO membership number
  - (e) Up to date record of the member's subscription payments.

**6.3** The levy shall be revised annually by the National Committee.

**6.4** Any proposed changes must be circulated to members at least one

(1) month prior to the Annual General Meeting.

- 6.5** Any proposed changes will be put to the vote to the Annual General Meeting and be accepted by a majority of members present.
- 6.6** The new levy to be effective at the beginning of the next financial year.

## **7 FINANCE**

- 7.1** The financial year shall be from 1 April to 31 March.
- 7.2** (a) The College of Emergency Nurses NZ - NZNO'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.
- (b) CENNZ - NZNO's treasurer shall keep accounting records in accordance with current accounting practice and NZNO's requirements. (see appendix 2, NZNO Administration Manual, s21).
- (c) Cheque signing authority to be approved by CENNZ-NZNO National Committee.
- 7.3** Cheque signing authority to be the responsibility of CENNZ-NZNO National committee Treasurer. All cheque payments to be discussed with the Chairperson.
- 7.4** Any monies received shall be banked into an account approved by the National Committee, and any payments shall be made from the bank account.
- 7.5** (a) All conference profits are the property of the College of Emergency Nurses NZ - NZNO. When a profit exceeding \$5000 occurs, the next \$2000 shall go to the members of the regional conference committee as a gratuity for hosting the conference.
- (b) All income generated by regional CENNZ shall be forwarded to CENNZ - NZNO and allocated for that region's use.
- 7.6** An annual budget shall be presented and approved at the Annual General Meeting and a copy shall be sent to the Chief Executive Officer of NZNO.
- 7.7** There shall be an annual audit of all accounts, presented and approved at the AGM.
- 7.8** Financial statements and accounts, paid and for payment to be presented at all committee meetings and minuted.

**7.9** Regions are prohibited from opening bank accounts.

## **8 NATIONAL COMMITTEE**

- 8.1** (a) The National Committee shall consist of ten (10) elected people using the NZNO designated regions (see appendix 1).  
Northland (Tai Tokerau),  
Auckland (2 representatives from different ED's),  
Midlands / Bay of Plenty,  
Central,  
Tairāwhiti / Hawkes Bay,  
Wellington,  
Top of the South,  
West Coast/Canterbury,  
Southern.
- (b) A position on the national committee shall be allocated to a Te Runanga O Aotearoa representative.
- 8.2** At the National Committee meeting prior to or at the first meeting following the Annual General Meeting the committee shall elect from amongst the current committee members, the following officers: Chairperson, Deputy Chairperson, Secretary, and Treasurer. In addition, the committee will appoint an editor for Emergency Nurse NZ as specified in rule 14.
- 8.3** Each elected member of the National Committee may hold office for two (2) consecutive years with a right of re election for a further two (2) years, and may stand for office again after a break of one (1) year.
- 8.4 Responsibilities of National Committee**
- (a) Will govern CENNZ - NZNO in accordance with the AGM and conduct business between AGMs.
- (b) To keep accurate records.
- (c) To keep accurate accounts.
- (d) Ensure that a College of Emergency Nurses NZ - NZNO journal is produced and sent to all members.
- (e) Ensure that all nursing awards are maintained and awarded.
- (f) To conduct the Annual General Meeting as part of the National Conference.
- (g) To provide on going educational opportunities.
- (h) To ensure all policy and standard documents are reviewed and updated every five (5) years.
- (i) The National committee has the power to call a special general meeting in extraordinary circumstances as may be required.
- (j) Office bearers shall work to their job descriptions

- (k) Shall set and review the CENNZ - NZNO's strategic and business plan.

### **8.5 Casual Vacancies**

- (a) Regional vacancies shall be filled by calling for nominations of all financial members of that region (see Rule 9).
- (b) If more than one nomination is received a regional postal vote shall be conducted (see Rule 9).

**8.6** Committee members are expected to attend committee and Annual General Meetings and if unable to attend the Chairperson must be notified. Resignation of a member may be required if meetings are not attended and if he/she fails to follow this protocol.

**8.7** National Committee may co-opt a member onto the committee for special projects.

**8.8** A quorum for the national committee shall be fifty percent (50%) plus one (1).

**8.9** Each National Committee member is entitled to one (1) vote only.

**8.10** A resolution shall be carried if the number of votes cast for the resolution exceeds the number of votes against the resolution. Any abstentions do not count.

## **9 Elections and Voting of National Committee**

- 9.1**
- (a) Nominations for regional representation on the National Committee shall be called for by the National Committee secretary, in sufficient time to allow voting to take place before the Annual General Meeting and conference.
  - (b) There will be an official nomination form provided by the National Committee.
  - (c) This form will require the signatures of two (2) financial members of the region plus the nominee's signature.
  - (d) If there is only one nomination received from an individual region then that nominee will be elected unopposed.
  - (e) If there are more nominations then a postal or electronic ballot of the regions full members shall be organised.
  - (f) The National Committee shall appoint a Returning Officer to be responsible for the conducting of the ballot, provided that the Returning Officer shall not be a potential candidate for the office.
  - (g) The Returning Officer shall ensure that the ballot papers clearly show:
    - (i) The names and regions of the candidates for election.
    - (ii) Instructions on the manner in which the vote is to be

- recorded.
- (iii) The date and manner by which such ballot papers must be returned to the Returning Officer.
  - (h) Postal or electronic ballot forms must be dispatched to members not less than four (4) weeks before closing date of the ballot.
  - (i) Voting if required, must be completed at least one (1) week prior to the Annual General Meeting and Conference.
  - (j) Nominees will be notified in writing prior to the announcement at Annual General Meeting and Conference.
  - (k) Results of the election shall be announced at the Annual General Meeting.

## **10 Meetings**

### **10.1 National Committee**

The National Committee shall meet a minimum of three (3) times a year plus the Annual General Meeting.

### **10.2 Annual Conference**

- (a) There shall be an Annual General Meeting chaired by the Chairperson of CENNZ - NZNO in conjunction with the Emergency Nurses Conference.
- (b) The Business of the Annual General Meeting shall be to
  - (i) Establish the policy of CENNZ -NZNO.
  - (ii) Consider and decide upon all policy and rule remits forwarded for its consideration in accordance with these rules.
  - (iii) Present the proposed budget for the next financial year
  - (iv) Approve membership levy as required
  - (v) Announce the results of the Elections
  - (vi) Announce the venue for the next Annual General Meeting and Conference.
  - (vii) Discuss, receive and decide upon any other matter that the Annual General Meeting agrees to put on the agenda by a majority vote.
  - (viii) Quorum for the Annual General Meeting shall be five percent (5%) of members.
  - (ix) Receive and consider:  
The Annual report as presented by the Chairperson.  
The audited statement of income and expenditure and annual balance sheet.
  - (x) The effect of every decision made at the AGM is to bind every member of the National Committee and financial members of CENNZ - NZNO to that decision.

(xi) 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.

(xii) Voting on these proposed changes shall take place at the Annual General Meeting.

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

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

(d) Voting will be by a show of hands or voice, unless a request is made by a member to have a secret ballot. All resolutions shall be decided by a majority of votes.

(e) The Chairperson is not entitled to a casting vote.

(f) No proxy voting is permitted.

(g) Meetings shall be conducted according to accepted meeting procedure.

### **10.3 N.Z.N.O. Conference**

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

## **11 Communication To Other Agencies**

**11.1** (a) Only the National Chairperson or his/her nominated delegate speaks on behalf of CENNZ -NZNO.

(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 CENNZ NZNO.

## **12 Special General Meeting**

**12.1** (a) The National Committee shall call a Special General Meeting (SGM) at a time and place of its choosing.

(b) All members shall receive notification of date, time and place not less than (1) month before the date of the SGM.

(c) Any notice given under this rule shall state the business to be transacted at the SGM and no business other than that specified in the notice shall be transacted at the meeting.



### **13 The Triage Committee**

**13.1** The triage committee will be a sub-committee for the National Committee of the College of Emergency Nurses NZ - NZNO.

The triage committee has operational responsibilities for the National Triage Course.

**13.2** The name of CENNZ – NZNO Triage course will be ‘New Zealand Triage course

### **14 Publication of CENNZ-NZNO journal**

**14.1** The Journal of CENNZ-NZNO shall be called “Emergency Nurse NZ”.

**14.2** The purpose of Emergency Nurse NZ will be to disseminate information, publish articles relevant to emergency nurses both within New Zealand and the wider international community.

Emergency Nurse NZ is also the conduit for information required to be published by the NZNO.

**14.3** Three issues of Emergency Nurse NZ will be published annually.

**14.4** The CENNZ-NZNO National Committee assumes responsibility for publication of Emergency Nurse NZ.

**14.5** The National Committee shall appoint an Editor, who will ensure publication of the journal on behalf of the committee. The Editor’s responsibilities will include to ensure publication of the journal as specified in 14.2 and 14.3, to liaise with the CENNZ – NZNO national committee, and is responsible for the content of the journal as stated in the NZNO Colleges and Sections Handbook (2009, pg 118), Editorial Responsibilities.

**14.6** If the Editor is not an elected member of the National Committee, a National Committee member will be appointed to liaise with the editor.

**14.7** The appointment of the Editor will occur at the National Committee meeting prior to or at the first meeting following the Annual General Meeting in conjunction with the election of the National Committee Chairperson, Deputy Chairperson, Secretary and Treasurer. The term of appointment of the Editor will be one year. The Editor may be re-appointed for subsequent terms of one year at the National Committee’s discretion. In the event that the Editor is unable to complete the full term of one year, the National Committee will select a replacement Editor to complete the term.

**14.8** The Editor will prepare a report annually for presentation at the

Annual General Meeting.

**14.9** Costs incurred by the Editor in the course of fulfilling editorial duties will be reimbursed by CENNZ-NZNO in accordance with NZNO policy.

**14.10** A Peer Review Committee will be established to review articles submitted for publication in Emergency Nurse NZ. Each article will be reviewed by a minimum of two members of the committee.

**14.11** The Editor will be responsible for nominating members of the Peer Review Committee for approval by the CENNZ-NZNO National Committee. Members of the Peer Review Committee will have a minimum of a Masters Degree, and they will have a background in emergency nursing or post-graduate nursing education. There will be a minimum of five members of the Peer Review Committee.

**15** CENNZ develops an advance emergency nursing network

**16 Interpretation**

**16.1** (a) The Rules of CENNZ - NZNO are subject to confirmation by NZNO whose Board of Directors may from time to time request changes in the interest of good governance of NZNO.

(b) Where any matter is not provided for in the rules, the rules of NZNO shall apply to the extent of the powers of CENNZ - NZNO in rule 40 in the NZNO rules.

**17 Disposition of Property on Winding Up**

**17.1** On a region's dissolution all property, money or effects will belong to CENNZ - NZNO.

**18 Winding Up of the College**

In the event of the College of Emergency Nurses NZ - NZNO's dissolution, the administration of all assets, liabilities and properties etc., shall be transferred to the Board of Directors of NZNO Inc.