



Enrolled Nurse Section
NEW ZEALAND NURSES ORGANISATION

RULES

May 2018

ENROLLED NURSE SECTION NZNO

RULES

1. NAME

Enrolled Nurse Section NZNO

1. AIMS/OBJECTIVES

- (a) To be the recognized professional organisation of all Enrolled Nurses in New Zealand.
- (b) To recruit nurses practicing, identifying with, and/or interested in Enrolled Nursing care to belong to the National Enrolled Nurse Section NZNO.
- (c) To practice within the articles of te Tiriti o Waitangi.
- (d) To develop and disseminate Standards of Practice for Enrolled Nurses.
- (e) To co-ordinate the activities of the Regional Sections for Enrolled Nurses informing those regions on Inform matters that are of prime concern to them, and to support those regional sections and individuals in time of crisis.
- (f) To represent to New Zealand Nurses Organisation (Inc) (NZNO) the views and feelings of those Sections/Regions on matters specifically pertaining to the interest of Enrolled Nurses.
- (g) To provide a communication network for all members including regular Newsletters, Conferences and disseminating information on issues pertaining to Enrolled Nursing.
- (h) To liaise with appropriate authorities on social and health issues relevant to Enrolled Nursing and community health.
- (i) To encourage, promote and provide the development of educational programmes, seminars/study days for Enrolled Nurses.
- (j) To encourage and support research into Enrolled Nursing issues.
- (k) To actively facilitate the ongoing strategic and professional development of Enrolled Nurses and in conjunction with NZNO and appropriate health authorities.
- (l) To promote Enrolled Nursing care and increase the profile of Enrolled Nurses.
- (m) To communicate and liaise with other Enrolled Nurse organizations at a national and international level.
- (n) To support the objectives, policy and activities of NZNO.

3. STRUCTURES OF NATIONAL COMMITTEE

(a) Membership

- (i) Enrolled Nurse Section NZNO National committee shall consist of no more than seven (7) elected members with a wide geographical representation, **with no more than two (2) elected members from the same regional section which includes the elected Chairperson if from that region**, plus one (1) Te Runanga representative.
- (ii) 1. The National Chairperson shall be elected by members prior to the AGM, using an approved nomination and selection process.
2. At the first meeting following the Annual General Meeting the National Committee shall, from amongst its members, appoint the following officers:
- Secretary and Treasurer.
 - Vice-Chairperson position, recommended, but not compulsory, for succession purposes only.
- (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 Enrolled Nurse Section NZNO until conclusion of business at the end of their term of office, at which time their successors will assume office.
- (v) The past Chairperson /Treasurer of the Enrolled Nurse Section National Committee will take up an advisory position to the Enrolled Nurse Section to ensure smooth transition for the new Chairperson and Committee. They will not attend meetings but can be co-opted as per (c) powers (iv) if needed.

(b) Meetings

- (i) There shall be three meetings per year plus the Annual 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.
- (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 wishes of Annual General Meeting and conduct the business between Annual General Meetings.
- (ii)** 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 election
- (iv)** Co-opt or form sub-committees as necessary for any special projects activity or ongoing consultation/support. 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.
- (vi)** The National Committee will decide the location and timetable for the next Annual General Meeting, and Conference provided that consideration is given to location, with preference to alternating between the North Island and South Island.
- (vii)** All Regional Enrolled Sections may be expected to host the conference approximately every 11 years. They will be required to submit a business plan, and evidence that their region is in a strong position to host the Annual General Meeting & Conference.

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

- (i)** Employ staff on a permanent part-time, contractual or temporary basis.
- (ii)** Enter into contract.
- (iii)** “Endorse” on behalf of NZNO or authorize use of the NZNO logo without permission of the Board of Directors.
- (iv)** The Committee shall maintain an accurate register of all members. This register is to include name, address, status, including financial NZNO membership number (if applicable) and the date of joining.
- (v)** Membership information is kept confidential to the section and NZNO.

(d) Register Of Members

- (i)** NZNO Membership staff shall maintain the register of the Enrolled Nurse Section NZNO. This register is to include name, address, status, including financial NZNO membership number (if applicable) and the date of joining.
- (ii)** The committee shall notify NZNO membership staff of any new members making application directly to the Enrolled Nurse Section NZNO and NZNO membership staff shall notify Enrolled Nurse Section NZNO of registration for membership made directly to NZNO at least bi-monthly.
- (iii)** The committee shall inform NZNO membership staff of members who have resigned or no longer eligible for Enrolled Nurse Section membership at least bi-monthly.
- (iv)** The committee shall review the currency of the register biennially and notify the NZNO membership of changes.
- (v)** Membership information is kept confidential to the Enrolled Nurse Section NZNO.

4. ELECTIONS OF NATIONAL COMMITTEE

(a) Nominations

- (i)** Nominations will be called for by the Secretary, from its members, in sufficient time for all to be notified with information about the candidates circulated with the official voting paper. 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)** The announcement of the newly elected officers shall be made before the closing of the Annual Conference
- (v)** Closing date and time for the return of postal ballots will be one (1) week prior to the Annual General Meeting.
- (vi)** 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.

(b) Returning Officer

- (i)** The National Committee shall appoint a returning officer who shall responsible for the conduct of the ballot, provided that the returning officer shall not stand to gain or lose personally from the outcome.

5. REGIONAL SECTIONS

(a) Establishment of a Regional section

- (i)** A region 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.

(b) Functions and Powers

The regions/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.

(c) **Governance**

Regional Sections shall have rules in consistent with the National Section rules and the constitution of the NZ Nurses Organisation Schedule Seven.

6. MEMBERSHIP OF NATIONAL SECTION

(a) Full membership is available to individual Enrolled Nurses and Enrolled Nurse students who are financial members of NZNO.

(b) Enrolled Nurses who have a further Registration qualification with the Nursing Council of New Zealand and are practicing within that registration scope of practice are not eligible as full members but may be associate members.

(c) **Associate Membership**

(i) Qualified nurses interested in enrolled nursing, but not necessarily in practice.

(ii) Qualified nurses must be financial members of NZNO unless they meet the criteria for retired nurse member.

(iii) Associate members will pay any levy to the Enrolled Nurse Section NZNO set by the Annual General Meeting.

(iv) Associate members may not hold office, propose nominations or motions or have voting rights.

(v) The name and address of associate members shall appear in the register of members.

(d) **Honorary Membership**

(i) Honorary membership may be granted to any member, ex-member in recognition of their contribution to the National Committee of Enrolled Nurses of NZNO.

(ii) Honorary membership may be proposed by the Enrolled Nurses National Committee or regional sections and ratified at the Annual General Meeting.

(iii) Honorary members shall pay no subscriptions.

(iv) The rights and obligations of an Honorary Member shall be the same as a full member.

(v) Honorary members may have the annual enrolled nurse section conference registration fee paid for by the Enrolled Nurse Section National Committee minus the entertainment fee when the enrolled nurse conference is within the NZNO Region of which they reside.

(e) **Retired Enrolled Nurse Member**

(i) The National Committee may allow, on individual application, retired enrolled nurse membership to the Enrolled Nurse Section NZNO, a member who has retired permanently from nursing and any other employment position.

(ii) The retired members will pay any levy to the Enrolled Nurse Section NZNO set by the Annual General Meeting.

(iii) Retired members may not hold office, propose nominations or motions or have voting rights.

(iv) The name and address of retired members shall appear in the registry of members.

7. LEVIES

The Enrolled Nurse Section will not charge a membership subscription, however annual or intermittent fees 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 with 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 changes to the levies 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.

8. FINANCE

- (a)** The financial year shall be from 1 April to 31 March.
- (b)** The Section's finances will be centralized in the NZNO National Office and are included in the annual financial statements of NZNO and audited with the National Office accounts. Annual Section financial reports shall be forwarded to the NZNO Business Services Manager by May and incorporate a record of the financial position of any regional section(s). No separate audited account shall be produced for the section.
- (c)** The Section Treasurer shall keep accounting records in accordance with current accounting practice and NZNO requirements.
- (d)** Financial statements and accounts for payment shall be presented at all Committee meetings and recorded in the minutes.
- (e)** The National Committee shall appoint persons to sign authorities for payment of invoices, expenses etc
- (f)** The annual financial reports will be presented at the Annual General Meeting.
- (g)** Any surplus funding from the Enrolled Nurse Section NZNO Conference (after returning any seeding money to Enrolled Nurse Section NZNO) shall be administered by the National Committee. Such monies should be noted as an extra source of income on the income side of the balance sheet, and be banked in the Enrolled Nurse Section's national account.
- (h)** The Committee shall draw up an annual budget to be presented and approved at the Annual General Meeting. A copy shall be sent to the Business Manager of NZNO (Inc) New Zealand Nurses Organisation (Inc).
- (i)** The Enrolled Nurse Section national accounts shall be subjected to random and detailed audit by NZNO's external auditors.
- (j)** Any regional sections of the national enrolled nurse section shall have their financial accounts recorded within the-national enrolled nurse section accounting records. This information shall be forwarded to NZNO for recording in the NZNO annual financial statements.

9. ANNUAL GENERAL MEETING AND CONFERENCE

(a) (i) There shall be an Annual General Meeting held in conjunction with the Conference, chaired by the Chairperson of the Enrolled Nurse Section. If the Chairperson is unable to attend then the National Committee shall appoint a chairperson from amongst its own members.

(ii) An 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.

(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 Enrolled Nurse Section, subject only to the outcome of a ballot of full members of the Enrolled Nurse Section.
- (ii) To establish policy of the Enrolled Nurse Section NZNO.
- (iii) To consider and decide upon all remits forwarded.
- (iv) To 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) To set any levy to support specific Enrolled Nurse Section activities.
- (vi) To report the results of the Elections.
- (vii) To delegate or direct to the National Committee any matter, as it sees fit.
- (viii) 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 Enrolled Nurse Section to that decision.
- (ix) To receive, discuss and decide upon any other matter which the Annual General Meeting agrees to put on the Agenda.
- (xi) The quorum for the Annual General Meeting shall be five per cent (5%) of members.

(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.

- (iv) 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

(d) Meeting Procedures

- (i) Meetings will be conducted according to accepted meeting procedure paper.
- (ii) Members are entitled to attend National Committee meetings but have speaking rights only.
- (iii) All full members in attendance have voting rights.
- (iv) 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.
- (v) All resolutions will be decided by a majority of votes.
- (vi) The Chairperson is entitled to a casting vote.
- (vii) No proxy is permitted at meetings.
- (viii) The Secretary is to forward copies of all National Committee minutes and newsletters to NZNO.
- (ix) A representative of the New Zealand Nurses Organisation (inc) shall be invited to the Annual General Meeting.

(e) Rule Changes

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

10. NZNO ANNUAL CONFERENCE

The delegation to NZNO Annual Conference and National Sections and Colleges Delegates Day shall be the Chairperson or a deputy and one other National Committee member.

11. OBLIGATIONS

- (a) Only the National Chairperson or his/her delegated representative shall speak on behalf of the Section.
- (b) The Chief Executive Officer of the NZ Nurses Organisation will be informed prior to communication with external organizations or the media.
- (c) The NZ Nurses Organisation will be promoted through the Enrolled Nurse Section

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

(e) **The Enrolled Nurse Section will be identified as a part of NZNO clearly in the section logo, communications and publications.**

12. DISPOSITION OF PROPERTY

- (a) In an event of the National Committee dissolving itself, or being dissolved, its assets shall be held by NZNO for a period of five (5) years. Should, after this period no other like body emerge the assets shall be transferred to the NZNO General Account.
- (b) In the event of any regional section of Enrolled Nurses dissolving itself or being dissolved, that sections assets are to be forwarded to the National Committee.

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| July | 1995 | (Changes approved by NZNO National Executive) |
| April | 1997 | (Changes approved by NZNO National Executive) |
| May | 1997 | (Changes approved by National Enrolled Nurses AGM) |
| October | 1997 | (Changes approved by NZNO Board of Directors) |
| May | 1998 | (Changes approved by National Enrolled Nurses AGM) |
| June | 1998 | (Changes approved by NZNO Board of Directors) |
| May | 2000 | (Changes approved by National Enrolled Nurses AGM) |
| August | 2000 | (Changes approved by NZNO Board of Directors) |
| May | 2001 | (Changes approved by National Enrolled Nurses AGM) |
| August | 2002 | (Changes approved by NZNO Board of Directors) |
| May | 2004 | (Changes approved by National Enrolled Nurses AGM) |
| November | 2004 | (Changes approved by NZNO Board of Directors) |
| May | 2005 | (Changes approved by National Enrolled Nurses AGM) |
| August | 2005 | (Changes approved by NZNO Board of Directors) |
| August | 2006 | (Changes approved by National Enrolled Nurses AGM) |
| October | 2006 | (Changes approved by NZNO Board of Directors) |
| July | 2007 | (Changes approved by National Enrolled Nurses AGM) |
| October | 2007 | (Changes approved by NZNO Board of Directors) |
| May | 2009 | (Changes approved by National Enrolled Nurses AGM) |
| August | 2009 | (Changes approved by NZNO Board of Directors) |
| July | 2010 | (Changes approved by National Enrolled Nurses AGM) |
| August | 2010 | (Changes approved by NZNO Board of Directors) |

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| May | 2012 | (Changes approved by National Enrolled Nurses AGM) |
| August | 2012 | (Changes approved by NZNO Board of Directors) |
| June | 2014 | (Changes approved by National Enrolled Nurses AGM) |
| August | 2014 | (Changes approved by NZNO Board of Directors) |
| June | 2015 | (Changes approved by National Enrolled Nurses AGM) |
| May | 2018 | (Changes approved by National Enrolled Nurses AGM) |
| June | 2018 | (Changes approved by NZNO Board of Directors) |