



## **NEW ZEALAND NURSES ORGANISATION (NZNO) (INC.)**

Ref: A880

### **RULES OF THE NZNO COLLEGE OF AIR AND SURFACE TRANSPORT NURSES (COASTN)**

#### **1. NAME**

NZNO College of Air and Surface Transport Nurses (COASTN).

#### **2. OBJECTIVES**

- (a)** To be the recognised professional organisation of all flight and transport nurses in New Zealand.
- (b)** To recruit nurses practising, identifying with, and/or interested in flight and transport nursing care to belong to the NZNO COASTN National Section.
- (c)** To practice within the protection, partnership and participation principles of the Treaty of Waitangi.
- (d)** To develop and disseminate Standards of Practice for Flight and Transport Nurses.
- (e)** To provide a communications network for all members including regular newsletters, conferences and disseminating information on issues pertaining to flight and transport nursing.
- (f)** To liaise with appropriate authorities on social and health issues relevant to flight and transport nursing and community health.
- (g)** To encourage, promote and provide the development of educational programmes/ seminars for flight and transport nurses and those interested in flight and transport nursing care.
- (h)** To encourage and support research into flight and transport nursing issues.
- (i)** To actively facilitate the ongoing strategic and professional development of flight and transport nurses in conjunction with NZNO and appropriate health authorities

- (j) To promote flight and transport nursing and increase the profile of flight and transport nurses.
- (k) To communicate and liaise with other flight organisations at a national international level.
- (l) 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 flight and transport nursing who is a financial member of NZNO.

#### (b) Associate Member

- (i) Qualified nurses interested in flight and transport nursing, but not necessarily in practice.
- (ii) Qualified nurses must be financial members of NZNO.
- (iii) Allied health professionals interested in flight and transport nursing.
- (iv) Allied health professionals are not required to be a financial member of NZNO, but may belong to Health Professionals NZ.
- (v) Members of consumer groups interested in flight and transport nursing who are not eligible for NZNO membership.
- (vi) Associate members may not hold office, propose nominations or motions or have voting rights.
- (vii) 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 (AGM).

- (a) The COASTN may grant honorary membership to any NZNO member or ex-member in recognition of their contribution to the college or to flight and transport nursing.

(b) 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.

### 4. ADMISSION TO MEMBERSHIP

Any person described in Rule 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.

## 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. **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.
- (c) The Section Treasurer shall keep accounting records in accordance with current accounting practice and NZNO requirements. (see appendix 2)
- (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 audit of accounts will be presented at the AGM.
- (g) Any surplus funding from National Section Conferences (after returning any seeding money to NZNO national section funds at national office) shall be administered by the National Committee.
- (h) Such monies should be noted as an extra source of income on the income side of the balance sheet, and be banked in the National Section's account.
- (i) The Committee shall draw up an annual budget to be presented and approved at the AGM. A copy shall be sent to the Chief Executive Officer of NZNO (Inc).

## 7. **NATIONAL COMMITTEE**

### **(a) Membership**

- (i) The National Committee shall consist of no more than eight (8) elected people with a wide geographical representation.
- (ii) At the first meeting following the AGM the Committee shall, from amongst its members, appoint the following officers:
- (iii) Chair, Secretary, Treasurer, Membership Coordinator, and Communications Coordinator.

- (iv) 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.
- (v) The newly elected members of the National Committee shall hold office from the conclusion of business of the AGM of the COASTN, NZNO until the conclusion of business at the end of their term of office, at which time their successors assume office.
- (vi) The position of Immediate Past Chair be held in an advisory capacity for one (1) year, after their term as Chair, but do not have committee voting rights.
- (vii) Any honoraria or like payment to members of the National Committee shall be decided at the AGM.

**(b) Meetings**

- (i) There shall be a minimum of three meetings per year plus the AGM. This does not exclude the possibility of teleconferencing if required.
- (ii) The quorum for committee meetings shall be fifty percent (50%) plus one (1) of the elected committee.
- (iii) Committee members are expected to attend committee and AGMs Meetings and if unable to attend the Chair must be notified.

**(c) Powers**

The committee shall have the power to:

- (i) Govern the section in accordance with AGM and conduct the business between AGMs.
- (ii) Through its office holders to manage the business of the section in accordance with its objectives.
- (iii) Fill any vacancies occurring in the committee by appointing/seconding 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:

- (vi) employ staff on a permanent part-time, contractual or temporary basis enter into contracts

- (vii) “Endorse” on behalf of NZNO or authorise use of the NZNO logo without permission of the Board of Directors (BOD).

**(d) Register of Members**

- (i) The Committee shall maintain an accurate register of all members. This register to include name, address, status, including financial NZNO membership number (if applicable) and the date of joining.
- (ii) Membership information is kept confidential to the Section and NZNO.

## **8. ELECTIONS OF NATIONAL COMMITTEE**

**(a) Nominations**

- (i) Nominations will be called for by the Secretary, from its 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.
- (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 AGM.
- (vi) The candidate with the highest number of valid votes shall be declared elected. If, 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 be responsible for the conduct of the ballot, provided that the returning officer shall not stand to gain or lose personally from the outcome.

## **9. AGM**

- (a)** There shall be an AGM, chaired by the Chair of the Section. If the Chair is unable to attend then the National Committee shall appoint a Chair from amongst its own members.

**(b) Powers of the AGM**

- (c) The powers of the AGM shall be:
- (i) The AGM 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 COASTN.
  - (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 Chair.
    - Audited statement of Income and Expenditure and Annual Balance Sheet.
    - Proposed budget for the next financial year.
  - (v) Report the results of the Elections.
  - (vi) The AGM may delegate to the National Committee any matter, and may direct the National Committee, as it sees fit.
  - (vii) The effect of every decision made at the AGM is to bind every member of the National Committee and financial members of the Section/ College to that decision.
  - (viii) Receive, discuss and decide upon any other matter which the AGM agrees to put on the Agenda.
  - (ix) Decide the location and timetable for the next AGM, provided that consideration is given to location, with preference to alternating between the North and South Islands.

(a) **Special AGM**

- (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 give 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 Chair 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.

## **10. VOTING**

- (a) The quorum for the AGM shall be ten per cent (10%) 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 Chair is entitled to a casting vote.
- (e) No proxy voting is permitted.
- (f) A representative of NZNO (Inc.) shall be invited to the AGM.

NB: Postal Ballots – If the Section uses a postal ballot system rules are to be developed in conjunction with the Co-ordinator Professional groups and are to be based on NZNO Rules, Section 47.

## **11. RULE CHANGES**

- (a) Proposed changes to rules shall be forwarded to the Secretary thirty (30) days prior to the AGM. The proposed changes shall be circulated to all members in a reasonable time before the AGM.
- (b) Voting on these proposed changes shall take place at the AGM.
- (c) Any changes to the rules are to be approved by the BOD of the NZNO (Inc.)

## **12. NZNO ANNUAL CONFERENCE**

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

## **13. ETHICS**

- (a) Only the National Chair or his/her delegated representative shall speak on behalf of the Section.
- (b) The Chief Executive Officer of the NZNO 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 NZNO's Chief Executive Officer.
- (d) The NZNO will be promoted through the college.

## **15. INTERPRETATION**

- (a) The rules of the college are subject to confirmation by NZNO, whose BOD 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 National Section's dissolution, the administration of all the assets, liabilities and properties etc shall be transferred to BOD of the NZNO (Inc.).



**APPENDIX 1****COASTN of the NZNO****DUTIES OF THE COMMITTEE****(a) General**

Govern the Section in accordance with the AGM and conduct the business between AGMs.

Manage the business of the Section in accordance with its objectives.

Develop a five year strategic plan and update it annually. Review all major section documentation/policy at least every five (5) years e.g. Rules, Standards of Practice. Work systematically towards achieving the long-term strategic plan.

Operationalise the strategic plan into an annual business plan.

Prepare an annual budget.

Forecast out the budget beyond the annual plan to test the viability of the strategic plan.

Communicate and consult with members.

Follow NZNO policy if considering entering contracts for education provision.

**(b) Chair**

Have charge and full knowledge of the organisational structure of NZNO and the college.

Preside at any official meeting of the Committee and of the college.

Act as the official representative of the national section.

Co-ordinate the work of the committee to ensure that the objectives and policies are maintained and promoted.

Liaise with the other committee members, all other officers, NZNO Coordinator, Professional Groups and the Professional Nursing Advisor.

**(c) Vice-Chair**

Perform the duties of the Chair in his/ her absence.

**(d) Secretary**

Keep the minutes of all meetings of the committee and of the college.

Give notice of all meetings of the committee and of the college.

Be responsible for keeping the Rules and the membership records.

Conduct official correspondence of the college

Ensure copies of Committee minutes, newsletters and conference details are forwarded to the NZNO Co-ordinator Professional Groups.

**(e) Treasurer**

- I. Have charge and full knowledge of all funds and securities of the Section.
- II. Deposit all funds in the name and to the credit of the college through the centralised NZNO accounting system.
- III. Render to the committee, whenever they request it, an account of all transactions as Treasurer.
- IV. Render a statement of the financial condition of the college at all regular meetings of the general membership.
- V. Liaise with the NZNO Business Manager and Accounts Supervisor re finances and financial reports.
- VI. In conjunction with the Secretary prepare the annual budget assessment/request and status report for NZNO and forward it to the Co-ordinator Professional Groups by 28 February.

**(f) Other Members**

1. Perform assigned tasks in a timely manner to facilitate the orderly progression of committee business.
2. Participate in and lead Committee Subgroups as requested.
3. Maintain contact with the Chair to ensure a viable, productive committee.
4. Participate in committee evaluation and future planning. v. attend all regularly scheduled committee meetings.
5. Devote sufficient time to consistently fulfil the duties of the position of committee member.
6. Perform other duties as may be requested by the Chair.

**RESPONSIBILITIES OF MEMBERS**

1. Full members shall have the right to attend meetings, propose nominations and motions, to vote, to receive information from the Section and become office bearers.
2. All members have the responsibility of notifying the Secretary of any change of name, address, place of employment and occupation.

3. Delegates members may speak on behalf of the Section only after consultation with the Chair.
4. New members shall be supplied with a copy of the Rules of the Section without charge.
5. Members shall comply with the rules.

## APPENDIX 2

### NZNO ADMINISTRATIONAL MANUAL

#### NZNO ACCOUNTS

#### 21. NZNO SECTIONS AND COLLEGES

##### 21.1 General

- 21.1.1. The funds used and held by Sections/ Colleges form part of NZNO's finances. Sections/ Colleges are not separate financial entities. The income, expenditure and funds held of Sections/ Colleges are to be included in the annual financial statements of NZNO and audited with the National office accounts.
- 21.1.2. Subject to budgetary approval (see 21.11), shortfalls between funds held plus income and the expenditure incurred will be met for National Sections reporting to the BOD from NZNO National Office and for those which are locally based, whether reporting to a national section or not, by the NZNO region to which each reports.
- 21.1.3. As with all areas of NZNO, Section/ Colleges are required to submit budgets of annual income and expenditure for approval – national sections to the BOD and local sections to respective regions. Sections/ Colleges are required to monitor and control progress against budget throughout the year.
- 21.1.4. Sections/ Colleges are funded as required in accordance with approved budgets. No disbursement in bulk is made. Funding of activities depends on NZNO's overall financial position and the priorities given to various activities.
- 21.1.5. Sections/ Colleges do not maintain bank accounts. All funds are managed from National Office.
- 21.1.6. Funds held on behalf of Sections/ Colleges (e.g. accumulated surpluses) will be separately identified within NZNO accounts and held specifically for use by the Section/ College.
- 21.1.7. GST and income tax will be accounted for by NZNO.

##### 21.2. Section/ College Responsibilities

- 21.2.1 The governing committees of each Section/ College must exercise full control over the approved budget. In particular, such bodies are responsible for:

- 21.2.1.1 Preparing and submitting to National Office by 28 February annually, budget for the following year (1 April to 31 March).
- 21.2.1.2 Ensuring funds allocated in the budget are used for the purpose for which they were approved.
- 21.2.1.3 Monitoring progress against budget and exercising financial control to ensure budget is not exceeded and money is used effectively.
- 21.2.1.4 Approving all accounts for payment and ensuring a record of these is kept in the minutes of its meetings.
- 21.2.1.5 Appointing persons to sign authorities for payment of invoices, expenses etc and forwarding these to National Office for payment. (See "Reporting to National Office" below).
- 21.2.1.6 In the case of Sections/ Colleges which conduct petty cash accounts (see "Petty Cash" below) appoint two signatories to sign cheques on the Wellington petty cash account.

### **21.3. Minor Payments/Reimbursements**

- 21.3.1 Subject to approval of Finance Committee, a Section/ College may maintain petty cash in the manner set out below (see "Petty Cash"). However, as far as practicable, the National Office expenses system should be used (see 21.3.2. below).
- 21.3.2 National Office pays expenses of members and staff weekly on Friday. Any expenses schedules received by Thursday night will be processed on Friday. Payments are usually made direct to bank accounts with advice, but cheques may be produced.
- 21.3.3 A standard expense form should be used and an example is at the back of these instructions.

### **21.4. Petty Cash**

- 21.4.1. Sections/ Colleges which have received approval may maintain a petty cash system in terms of these instructions.
- 21.4.2. A single bank account is maintained at ANZ Bank, Wellington for use by the approved Sections/ Colleges. Cheques may be drawn in reimbursement of expenses, purchases of stamps, envelopes, paper etc locally.
- 21.4.3. A record is to be maintained by the Treasurer of all such expenditure in loose leaf.
- 21.4.4. The petty cash expenditure record is to be forwarded to National Office with the monthly accounts. Receipts evidencing expenditure are to be attached. A copy of the record should be retained.

- 21.4.5. The petty cash expenditure record will be headed with the name of the Section/ College and columns will be provided for date, cheque number, details of payment (e.g.: envelopes \$2.60, stamps \$20.00) and for the amount of the cheque.
- 21.4.6. The petty cash cheque account will be reconciled at National Office.
- 21.4.7. Replacement cheque books must be obtained through the Accounts Supervisor at National Office.

## **21.5 Reporting to National Office**

- 21.5.1. Each Section/ College is a cost centre in NZNO accounts, and separate reports are available.
- 21.5.2. Immediately following a meeting of the governing body or management group, the Treasurer or other authorised person will:
  - 21.5.2.1. Certify each invoice which has been approved for payment by writing across the face "approved for payment", the date of the meeting and append signature.
  - 21.5.2.2. Prepare a hand written list of the approved accounts with the total of all expenditure.
  - 21.5.2.3. Attach the approved invoices to the list and post to National Office.
  - 21.5.2.4. ANY EXPENSE SCHEDULES reimbursing members should be sent separate from the invoices with their own listing. Authorising signature must be appended in the block provided on the form.
  - 21.5.2.5. Send a copy of the minutes authorising payment (this may need to follow with the next list of accounts to give time for typing etc).
- 21.5.3 Any monies collected for banking are to be deposited to the petty cash bank account at ANZ Wellington and details of such deposits recorded on the petty cash schedule (whether any expenses are recorded or not) and the schedule sent to National Office terms 21.4.4. and 21.4.5. above.

## **21.6 National Office Action**

- 21.6.1. On receipt of accounts for payment, the Accounts staff will separate the reimbursement of expenses items and include in the next payment run. Invoices will be set aside to be included in end of month processing.

- 21.6.2. All vouchers will be examined for payment authorisation. Any not authorised will be returned to the Section/ College.
- 21.6.3. Invoices and expense schedules will be checked against the list attached to ensure all have been accounted for.
- 21.6.4. All reimbursements of expense will be processed on the next Friday, all invoices by 20<sup>th</sup> of the month.
- 21.6.5. Following processing and end of month accounts reconciliation, a statement of income and expenditure against budget will be sent to each Section/ College.
- 21.6.6. Section/ College petty cash account will be reconciled by the Accounts Supervisor.

### **21.7. Purchase of Assets**

- 21.7.1 Sections may purchase assets if approved in the annual budget.
- 21.7.2 Full details (e.g., serial numbers) of such assets must accompany the invoice for payment.
- 21.7.3 Assets will be entered in the NZNO fixed asset register and depreciation thereon charged to the Section/ College each month at rates approved by Inland Revenue Department.

### **21.8. NZNO Conference**

- 21.8.1. Delegates for all Sections/ Colleges are fully paid for by NZNO, and no budget allowance should be made for any expenses related thereto.

### **21.9. Financial Year**

- 21.9.1. The NZNO financial year runs from 1 April to 31 March.

### **21.10. Budgets**

- 21.10.1. Sections and regions submit budgets of income and expenditure to the Co-ordinator Professional Groups in accordance with instructions received.
- 21.10.2. All budgets are examined by Finance Committee before recommendation to the BOD at its April Meeting.
- 21.10.3. A confirmed budget is then sent to each Section/ College.

**Approved by the NZ Flight Nurses at their inaugural AGM 2 May 1997.**

**Approved by NZNO Board of Directors June 1997.**

**Approved by NZ Flight Nurses Association AG M 25 September 1998.**

**Approved by the NZNO Board of Directors December 1998.**

**Approved by NZ Flight Nurses Section AGM August 2000.**

**Approved by NZNO Board of Directors August 2000.**

**Approved by NZ Flight Nurses Association September 2002.**

**Approved by NZNO Board of Directors February 2003.**

**Approved by NZNO COASTN COMMITTEE May 2016**