



## NZNO Gastroenterology Nurses' College Rules 2021

### NAME

- 1.1 NZNO Gastroenterology Nurses College

### 2. OBJECTIVES

- 2.1 To be the recognised professional organisation of all Gastroenterology nurses in New Zealand.
- 2.2 To recruit nurses and associated health care members practicing, identifying with, and/or interested in Gastroenterology care to belong to the NZNO Gastroenterology Nurses College.
- 2.3 To operate within the protection, partnership and participation principles of the Treaty of Waitangi.
- 2.4 To develop and disseminate Gastroenterology 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 Gastroenterology nursing (e.g., The Tube, social media, NZNO website, Gastroenterology Annual Scientific Meeting)
- 2.6 To liaise with appropriate authorities on social and health issues relevant to Gastroenterology nursing and community health.
- 2.7 To communicate and liaise with other Gastroenterology organisations at a national and international level (e.g., EGGNZ, Gastroenterology Society, GENCA).
- 2.8 To encourage, promote and/or develop and provide educational programs/seminars for Gastroenterology nurses and those interested in Gastroenterology care.
- 2.9 To encourage and support research into Gastroenterology nursing issues.
- 2.10 To actively facilitate the ongoing strategic and professional development of Gastroenterology nurses in conjunction with NZNO and appropriate health authorities.
- 2.10 To promote Gastroenterology nursing and increase the profile of Gastroenterology nurses.
- 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 practicing in Gastroenterology care who is a financial member of NZNO.
- 3.1.2 Full members will pay any levy to the Gastroenterology College set by the Annual General Meeting.

#### 3.2 Associate Member

- 3.2.1 Qualified nurses, health care assistants and student nurses interested in Gastroenterology nursing, but not necessarily in practice.
- 3.2.2 Qualified nurses 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 Gastroenterology care.
- 3.2.4 Allied health professionals are not required to be a financial member of NZNO.
- 3.2.5 Associate members will pay any levy to the Gastroenterology College set by the Annual General Meeting.
- 3.2.6 Associate members may not hold office, propose nominations or motions or have voting rights.

### **3.3 Honorary Member**

Honorary membership, such as for retired nurses, may be conferred from time to time and shall be proposed by the National Committee and ratified at an Annual General Meeting.

3.3.1 The Gastroenterology College may grant honorary membership to any NZNO member or ex-member in recognition of their contribution to the College or to Gastroenterology nursing.

3.3.2 Honorary members are not required to pay the College 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 Gastroenterology College does not confer honorary membership of NZNO.

3.3.5 Honorary members may not hold office, propose nominations of motions or have voting rights.

### **3.4 Retired Nurse Member**

3.4.1 The National Committee may allow, on individual application, retired nurse membership to a College/Section member who has retired permanently from nursing and any other employment position.

3.4.2 The retired members will pay any levy to the Gastroenterology College set by the Annual General Meeting.

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.

3.4.5 Retired members may not hold office, propose nominations of motions or have voting rights.

## **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 the NZNO membership office.

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

## **5. RESIGNATION**

5.1 A member shall cease to be a member of the College 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**

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

6.1 Any levy for particular activities will be reviewed annually by the National Committee and shall not be raised with respect of core activities.

6.2 Proposed changes will be circulated to all members at least thirty (30) days prior to the Annual General Meeting.

6.3 Any proposed changes in levies will be discussed and voted on at the Annual General Meeting by a majority of members present.

6.4 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 College'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. Annual College 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 College and regional divisions/sections.

7.3 College accounts shall be subject to random and detailed audit by NZNO's external auditors.

7.4 The College 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 AGM.

7.8 Any regional divisions/sections of the national college shall have their financial accounts recorded within the national college accounting records. This information shall be forwarded to NZNO for recording in the NZNO annual financial statements.

7.9 Any surplus funding from college conferences (after returning any seeding monies) shall be administered by the National Committee. The College may develop standing orders regarding the distribution of profits between the organising group and any other body and the College 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 College's account.

7.10 The Committee shall draw up an annual budget to be presented and approved at the AGM. 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.

#### **Either**

8.1.2 At the first meeting following the Annual General Meeting the Committee shall, from amongst its members, appoint the following officers.

Chairperson, Secretary, Treasurer, Publicity and Communications Coordinator.

#### **Or**

8.1.3 The term of office shall be three (3) 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.

8.1.4 The newly elected members of the National Committee shall hold office from the conclusion of business of the Annual General Meeting of the Gastroenterology Nurses College of NZNO until the conclusion of business at the end of their term of office, at which time their successors assume office.

8.1.5 Any honoraria or like payment to members of the National Committee shall be decided at the Annual General Meeting.

## **8.2 Meetings**

8.2.1 There shall be three meetings per year plus the Annual General Meeting. This may include teleconference, video link or other electronic means of communication. 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 General 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 College in accordance with any guidance from the Annual General Meeting and conduct the business between Annual General Meetings.

8.3.2 Through its office holders, manage the business of the College 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 as necessary for any special project or activity. Where a person who is co-opted is not a full member of the College, 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 Form sub-groups as necessary for any special project, group or activity

8.3.6 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 office shall maintain the register of the Gastroenterology College. This register is to include name, address, College 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 College or members who have resigned or are no longer eligible for college membership monthly. NZNO membership staff shall notify the College of registration for membership made directly to NZNO at least monthly.

8.5.3 The Committee shall review the register annually and notify the NZNO membership of changes.

8.5.4. Membership information is kept confidential to the College and NZNO.

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

### **9 Nominations**

9.1 Nominations will be called for by the Secretary, from the College 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.

9.2 The official NZNO nomination form shall be used for all nominations.

9.3 If the number of nominations does not exceed the number of vacancies, then those nominated

will be considered duly elected.

9.4 The National College 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.

9.5 Closing date and time for the return of postal ballots will be one

(1) week prior to the Annual General Meeting.

9.6 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.

9.7 The announcement of the newly appointed officers shall be made before the closing of the Annual General Meeting.

## **10. ANNUAL GENERAL MEETING (AGM)**

10.1 There shall be an AGM, chaired by the Chairperson of the College. If the Chairperson is unable to attend then the National College Committee shall appoint a chairperson from amongst its own members to host the meeting.

10.2 An AGM 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 College Committee shall decide.

### **10.3 Powers of the Annual General Meeting (AGM)**

The powers of the AGM shall be

10.3.1 The AGM is the highest decision-making authority of the College, subject only to the outcome of a ballot of full members of the College

10.3.2 Establish the Policy of the Gastroenterology Nurses College

10.3.3 Consider and decide upon all remits forwarded for its consideration in accordance with these rules.

10.3.4 Receive and consider:

- The Annual Report as presented by the Chairperson.
- Audited statement of Income and Expenditure and Annual Balance Sheet.

10.3.5 Set any levy to support specific College activities. 10.3.6 Report the results of the Elections.

10.3.7

10.3.7 Determine any honoraria to be paid

10.3.8 The AGM may delegate to the National Committee any matter, and may direct the National Committee, as it sees fit.

10.3.9 Receive, discuss and decide upon any other matter which the AGM agrees to put on the agenda.

10.3.10 Decide the location and timetable for the next AGM, provided that consideration is given to location, with preference to alternating geographical areas.

10.4 The effect of every decision made at the AGM is to bind every member of the National Committee and financial members of the College to that decision.

10.5 A representative of New Zealand Nurses Organisation (Inc.) shall be invited to the AGM.

## **11. SPECIAL GENERAL MEETING (SGM)**

11.1 The National College Committee may call a SGM at a time and place of its choosing.

11.2 A SGM shall be conducted by face-to-face, video link or other electronic means as recommended by the national college 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 College 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 SGM.

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 INCLUDING AGM AND SGM**

12.1 Meetings will be conducted according to accepted meeting procedure (refer to the NZNO College Handbook).

12.2 Members are entitled to attend National Committee meetings but have speaking rights only.

12.3 The quorum for the AGM shall be five per cent (5%) of full members.

12.4 All full members in attendance have voting rights.

12.5 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.

12.6 All resolutions will be decided by a majority of votes. 12.7 The Chairperson is entitled to a casting vote.

12.8 No proxies are permitted at meetings

12.9 The Secretary is to forward copies of all National Committee minutes and Newsletters to NZNO, and the appropriate College Representative on the NZNO Membership Committee.

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

## **13. RULE CHANGES**

13.1 Proposed changes to the 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.

13.2 Voting on these proposed changes shall take place at the AGM

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

## **14. REGIONAL COLLEGE DIVISIONS**

14.1 Establishment of a Regional College Division

A Regional College 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 Regional College Divisions are established in order to achieve the objectives of the National College 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 College Divisions shall have rules which are consistent with the College 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 30th each year.

14.5 Financial Reporting

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

## **15. COLLEGE SUB-GROUPS**

15.1 Establishment of a sub-group would consist of nurses working within that sub-specialty with membership as per the NZgNC rules (see rules 3)

15.2 Each group should formally apply in writing to the chair with supporting documentation relevant to that sub-specialty. Minimum requirement for application and supporting documents are:

- Formal letter
- Terms of Reference
- Minimum roles (including but not limited to chair, secretary and co-chair)

15.3 Sub-groups are established in order to achieve the objectives of the NZgNC (see rules 2)

15.4 The expectation of a sub-group is that it will raise the profile of that sub-specialty and in doing so will produce appropriate documentation in time such as Standards of Practice, Knowledge and Skills Frameworks or credentialing. The subgroup will also contribute regularly to the NZgNC publications (such as the Tube).

15.5 Reporting of the groups' activities twice yearly (in line with the 6-month NZgNC committee face to face meetings: February and AGM). Reporting would be required a month in advance of each meeting.

15.6 It is optional but encouraged that each sub-group avails of the opportunity to nominate a candidate to apply to the National College Committee when vacancies arise.

15.7 The sub-group holds expertise in their sub-specialty and therefore will be consulted and expected to contribute for relevant advice and input with the NZgNC committee.

15.8 Attend the AGM and participate appropriately in college business

15.9 Sub-groups shall have rules which are consistent with the NZgNC and constitution of NZNO

15.10 Individual sub-groups will be responsible for their own financial governance and transparent in their reporting of activity to the NZgNC (as above). The sub-group may also have the opportunity to apply to NZgNC for funding for special projects, education, conference etc.

## **16. NZNO ANNUAL GENERAL CONFERENCE**

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

## **17. OBLIGATIONS**

17.1 Only the National Chairperson or his/her delegated representative shall speak on behalf of the College.

17.2 The Chief Executive Officer of the NZ Nurses Organisation will be informed prior to communication with external organisations or the media.

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

17.4 The NZNO will be promoted through the College.

17.5 The College will be identified as a part of NZNO clearly in the college logo, communications and publications.

## **18. INTERPRETATION**

18.1 The rules of the College 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.

18.2 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.



## **19. WINDING UP**

In the event of the College'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.).

**Revised: April 1992**

**Revised: August 1995 Revised and presented to Conference & AGM: May 1997**

**Revised and approved by NZNO Board of Directors: December 1997**

**Revised and presented to Conference & AGM: November 2004**

**Revised and approved by NZNO Board of Directors: February 2005**

**Revised and presented to Conference and AGM: November 2006**

**Revised and approved by NZNO Board of Directors: June 2007**

**Revised and presented to Conference and AGM: November 2014**

**Revised and presented to Conference and AGM: November 2019**

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