

NEW ZEALAND NURSES ORGANISATION (INC.)

**RULES OF THE INFECTION PREVENTION & CONTROL NURSES COLLEGE OF
THE NEW ZEALAND NURSES' ORGANISATION (IPCNC)**

1. NAME

Infection Prevention & Control Nurses College, New Zealand Nurses' Organisation

2. AIMS

- (a) To be the recognised professional organisation of all Infection Prevention Control nurses in New Zealand.
- (b) To recruit nurses and associated health care members practising, identifying with, and/or interested Infection Prevention Control to belong to the Infection Prevention & Control Nurses College, NZNO.
- (c) To practice within the protection, partnership and participation principles of the Treaty of Waitangi.
- (d) To develop and disseminate Infection Prevention & Control Indicators for Practice for Nurses in line with Nursing Council competencies
- (e) To provide a communications network for all members, including regular newsletters, conferences and disseminating information on issues pertaining to Infection Prevention & Control nursing.
- (f) To liaise with other groups concerned with Infection Prevention & Control and to assist when and where possible with nursing research.
- (g) To encourage, promote and provide the development of educational programmes/seminars for Infection Prevention & Control nurses and those interested in Infection Prevention Control.
- (h) To encourage and support research into Infection Prevention & Control nursing issues.
- (i) To actively facilitate the ongoing strategic and professional development of Infection Prevention & Control nurses in conjunction with NZNO and appropriate health authorities.
- (j) To promote Infection Prevention & Control nursing and increase the profile of Infection Prevention & Control nurses.
- (k) To communicate and liaise with other Infection Prevention & Control organisations at a national and 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 employed in an Infection Prevention & Control role who is a financial member of NZNO.
- (ii) Full members will pay any levy to the Infection Prevention & Control Nurses College, NZNO as set by the Annual General Meeting.

(b) **Associate Member**

- i. Qualified nurses and health care assistants who are not employed in an Infection Prevention and Control role but have indicated an expression of interest on the NZNO Expression of Interest form.
- ii. Qualified nurses and health care assistants must be financial members of NZNO unless they meet the criteria for retired nurse member.
- iii. Allied health staff and other healthcare professionals interested in Infection Prevention and Control.
- iv. The Allied health staff and other healthcare 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 Infection Control who are not eligible for NZNO membership
- vi. Associate members will pay any levy to the Infection Prevention & Control Nurses College, NZNO as set by the Annual General Meeting. 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**

- (i) Honorary membership may be conferred from time to time and shall be proposed by the National Committee and ratified at an Annual General Meeting.
- (ii) The Infection Prevention & Control Nurses College, NZNO may grant honorary membership to any NZNO member or ex-member in recognition of their contribution to the Infection Prevention & Control Nurses College, NZNO.
- (iii) Honorary members are not required to pay the College fee.
- (iv) 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 College member who has retired permanently from nursing and any other employment position.
- (ii) The retired members will pay any levy to the Infection Prevention & Control Nurses College, 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 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 by a member of the National Committee, or the NZNO membership office, and confirmation of the applicant's eligibility has been confirmed by the membership coordinator; the successful applicant's membership will be activated by the membership coordinator and a welcome letter sent to them either electronically or by the postal system.

5. RESIGNATION

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

- (a) Resignation in writing.
- (b) Any levy being unpaid for three (3) months in which event she/he shall automatically cease to be a member.
- (c) Ceasing to be a member of NZNO.

6. LEVIES

The College/Section will not charge a membership subscription, except for those Associate members who are not members of NZNO. 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 in 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.

7. FINANCE

- (a) The financial year shall be from 1 April to 31 March.
- (b) The Infection Prevention & Control Nurses College, NZNO 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 including conference bank account. Annual College/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 College/Section.
- (c) Infection Prevention & Control Nurses College, NZNO accounts shall be subject to random and detailed audit by NZNO's external auditors.
- (d) The Infection Prevention & Control Nurses College, NZNO 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 of the Infection Prevention & Control Nurses College, NZNO shall have their financial accounts recorded within the Infection Prevention & Control Nurses College, NZNO accounting records. This information shall be forwarded to NZNO for recording in the NZNO annual financial statements.
- (i) Any surplus funding from Infection Prevention & Control Nurses College, NZNO conferences (after returning any seeding monies) shall be administered by the IPCNC. The Infection Prevention & Control Nurses College, NZNO may develop standing orders regarding the distribution of profits between the organising group and any other body and the Infection Prevention & Control Nurses College, NZNO 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 Infection Prevention & Control Nurses College, NZNO 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 Manager of the NZNO (Inc).

8. NATIONAL COMMITTEE

(a) Membership

- (i) The National Committee shall consist of a Chairperson and up to seven (7) elected members with a wide geographical representation with at least one from each island.
- (ii) The National Chairperson shall be elected by the membership.
- (iii) At the first meeting following the Annual General Meeting the Committee shall, from amongst its members, appoint the following officers Secretary, Treasurer, Vice Chairperson, Membership Coordinator and Communications Co-ordinator and webmaster.
- (iv) Committee members shall be full members and have at least 2 years previous work experience in the field of infection control.
- (v) 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.
- (vi) The newly elected members of the National Committee shall hold office from the conclusion of business of the Annual General Meeting of the Infection Prevention & Control Nurses College, NZNO until the conclusion of business at the end of their term of office, at which time their successors assume office.
- (vii) 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 three meetings per year plus the Annual General Meeting. This does not exclude the possibility of teleconference meetings. (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 Infection Prevention & Control Nurses College, NZNO in accordance with Annual General Meeting and conduct the business between Annual General Meetings.
- (ii) Through its office holders, manage the business of the Infection Prevention & Control Nurses College, NZNO 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 Infection Prevention & Control Nurses College, NZNO, 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.)
- (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 **NB: Conference Contracts are to be approved and signed by NZNO CEO or delegated authority**
- (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 staff shall maintain the register of the Infection Prevention & Control Nurses College, NZNO. This register is to include name, address, status, including financial NZNO membership number (if applicable) and the date of joining.
- (ii) The Membership Coordinator from the Committee shall notify NZNO membership staff of any new members making application directly to the Infection Prevention & Control Nurses College, NZNO, and NZNO membership staff shall notify the Infection Prevention & Control Nurses College, NZNO of registration for membership made directly to NZNO at least bi-monthly.
- (iii) The Membership Coordinator from the Committee shall inform NZNO membership staff of members who have resigned or are no longer eligible for Infection Prevention & Control Nurses College, NZNO 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 Infection Prevention & Control Nurses College, NZNO and NZNO.

9. 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 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 be responsible for the conduct of the ballot, provided that the returning officer shall not stand to gain or lose personally from the outcome.

10. MEETING PROCEDURES

- (a) Meetings will be conducted according to accepted meeting procedure (refer to the NZNO College/Section Handbook).
- (b) Members are entitled to attend National Committee meetings but have speaking rights only.
- (c) 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.
- (d) All resolutions will be decided by a majority of votes.
- (e) The Chairperson is entitled to a casting vote.
- (f) No proxy is permitted at meetings
- (g) The Secretary is to forward copies of all National Committee minutes and Newsletters to NZNO, and the appropriate College/ Section Representative on the Board of Directors.

11. ANNUAL GENERAL MEETING

- (a) There shall be an Annual General Meeting, chaired by the Chairperson of the Infection Prevention & Control Nurses College, NZNO. If the Chairperson is unable to attend then the National Committee shall appoint a chairperson from amongst its own members.
- (b) The powers of the Annual General Meeting shall be:
 - (i) The Annual General Meeting is the highest decision making authority of the Infection Prevention & Control Nurses College, NZNO subject only to the outcome of a ballot of full members of the Infection Prevention & Control Nurses College, NZNO.
 - (ii) Establish the aims and objectives of the Infection Prevention & Control Nurses College, NZNO.
 - (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.
 - Audited statement of Income and Expenditure and Annual Balance Sheet.
 - Proposed budget for the next financial year.
 - (v) Set any levy to support specific College 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 Infection Prevention & Control Nurses College, NZNO 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) The National Committee shall call a Special General Meeting at a time and place of its choosing.
 - (i) All members shall receive notification of date, time and place not less than one (1) month before the date of the Special General Meeting.

- (ii) 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. 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.

13. 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 timeframe 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).

14. REGIONAL INFECTION PREVENTION AND CONTROL DIVISIONS

- (a) **Establishment and function of a Regional Infection Prevention & Control Division**
 - (i) A division consists of the members working or living within a geographical area defined by the National Committee. The National Committee is to give due consideration to having the same regional boundaries as NZNO.
 - (ii) The divisions are established in order to achieve the objectives of the National Committee:
 - To unite members within the region and to provide opportunities for them to discuss, educate, consult and co-operate with each other
 - To ensure free communication with individual members and sections within each region and with national Committee by establishing an effective communication system

(b) Governance

Regional Divisions shall have rules in link with the College/National Section rules and the rules of the NZ Nurses Organisation Section 39.2

(c) Levies to National Committees

Individual divisions will be responsible for forwarding any members levies to the National Committee by June 30th each year.

(d) Financial Reporting

The financial status of the division will be reported in the Infection Prevention & Control Nurses College, NZNO annual accounts.

(e) Regional Meetings

Regional meetings shall occur twice a year. The day and time will be at the discretion of regions. There should be an educational component to each meeting, so that the meeting can be given education contact hours. Regions may also organise a Study Day each year. This may be instead of, or in addition to, one of the 2 annual regional meetings. The main consideration is that it must be run by the IPCNC for its members, as the funding must be applied for, and evidence provided for accounting purposes.

(f) Programme

The meeting agenda and format are set by the members to reflect the needs of the region and:

- (i) Members participate in projects/activities as set by the committee.
- (ii) A regional summary of meetings is sent to the Regional Group liaison for publishing in the website or in a newsletter.

(g) Attendance

- (i) Regional meetings have the option to invite non-members to the meeting (or part thereof) at the discretion of the Regional Coordinator
- (ii) Non members may be charged an attendance fee (GST inclusive, to be set by Regional Coordinator) and these monies are to be directed to the IPCNC Treasurer.
- (iii) Minutes of the Regional meetings will be retained by the Regional Coordinator

(h) Meeting Management

Members in each region elect a Coordinator whose name and contact details are forwarded to the IPCNC Secretary. Voting shall be as per 11 (b), (c), (d) and (e).

(i) Funding

Funding is allocated to the regional Committees in the IPCNC annual budget. Any unspent money from the allocation cannot be carried over to the following year. Reimbursement or payment of expenses up to the amount set in the budget will be paid on presentation of the receipt or invoice to the IPCNC Treasurer

(j) Regional Coordinator

- (i) Any full member who is also a member of a regional group is eligible to seek election as regional chairperson for a two (2) year term with the right of re-election to that office for a further two (2) years only.
- (ii) The retiring coordinator will not be eligible for re-election for two (2) years after the completion of the second term.
- (iii) The new coordinator will commence office at the meeting following the one at which voting occurred.
- (iv) Members of the Regional Group are informed at least one meeting prior to the completion of the coordinator's term of office that nominations are required and voting/selection will be undertaken at the following regional meeting or via electronic/postal votes.

15. NZNO ANNUAL CONFERENCE

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

16. ETHICS

- (a) Only the National Chairperson or his/her delegated representative shall speak on behalf of the Infection Prevention & Control Nurses College, NZNO. They will reflect the views of the membership.
- (b) The Chief Executive Officer 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 Infection Prevention & Control Nurses College, NZNO.
- (e) The Infection Prevention & Control Nurses College, NZNO will be identified as a part of NZNO clearly in the college/section logo, communications and publications.

17. INTERPRETATION

- (a) The rules of the Infection Prevention & Control Nurses College, NZNO 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.

18. WINDING UP

In the event of the Infection Prevention & Control Nurses College, NZNO 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.).

19. TRAVEL & EDUCATION SCHOLARSHIP

This scholarship was established in accordance with the aims of the IPCNC

(a) Purpose

To provide financial assistance to IPCNC members who are undertaking relevant courses/study or attending relevant conferences.

(b) Application

Applicant must meet the following criteria:

- (i) Be a full member of IPCNC
- (ii) Been a member of IPCNC for the previous two (2) years.
- (iii) Has Infection Prevention Control responsibility in their job description. (Job description is submitted with the application)

(c) Assessment Criteria

The application is assessed by a minimum of three (3) members of the IPCNC Committee with all the following points.

- (i) Relevance of course/conference to Infection Prevention Control practice in New Zealand
- (ii) Contribution to IPCNC
- (iii) The applicant indicates expected contribution to Infection Prevention Control practice in New Zealand

(d) Amount

The amount is set annually in the budget

(e) Timeframe

- (i) Application Forms are available to full, financial members from the website or designated member of the committee or NZNO staff member.
- (ii) The closing dates will be advised each year in the Infection Control and on the IPCNC Website and applicants will be notified of the decision of the committee within one month.

(f) Exclusions

- (i) Recipients of funds from the IPCNC Travel and Education Scholarship are not eligible to apply for funds in the following financial year.

- (ii) Any Committee member applying for this scholarship is excluded from participating in the evaluation of applicants and allocation of funds and the setting of the scholarship allocation in the budget.

(g) Privacy Act

The names of successful applicants will be announced in the Infection Controlla' and on the website but all other information regarding the application shall be confidential to the committee.

NDICN Rules:

- **June 1998 approved by NZNO National Executive**
- **June 2000 approved by NZNO Board of Directors**
- **August 2005 approved by NZNO Board of Directors**
- **2008 approved by NZNO Board of Directors**
- **2011 approved by NZNO Board of Directors**
- **2013 approved by NZNO Board of Directors**

IPCNC Rules:

- **August 2012 approved by members at NDICN AGM**
 - **November 2018 approved by members at IPCNC AGM**
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Office Use:

These rules are to :-

- Have changes done by remits at AGM
- Be approved by the IPCNC at AGM
- Be approved by NZNO Board of Directors
- Put into PDF and loaded onto IPC website
- Saved on IPC laptop and saved into NZNO electronic storage