

## NEW ZEALAND NURSES ORGANISATION (INC.)

# Rules for NZNO Neonatal Nurses College Aotearoa (NNCA)

### 1. NAME

- 1.1 NZNO Neonatal Nurses College Aotearoa (NNCA)

### 2. OBJECTIVES

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

#### **3.2 Associate Member**

- 3.2.1 Qualified nurses and health care assistants interested in Neonatal 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 Neonatal care.
- 3.2.4 Allied health professionals are not required to be a financial member of NZNO, but may belong to Health Professionals NZ.
- 3.2.5 Members of consumer groups interested in Neonatal care who are not eligible for NZNO membership.
- 3.2.6 Associate members will pay any levy to the Neonatal Nurses College set by the Annual General Meeting.
- 3.2.7 Associate members may not hold office, propose nominations or motions or have voting rights.

#### **3.3 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.

- 3.3.1 The Neonatal Nurses College Aotearoa may grant honorary membership to any NZNO member or ex-member in recognition of their contribution to the College or to Neonatal 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 Neonatal Nurses College does not confer honorary membership of NZNO.

#### **3.4 Retired Nurse Member**

- 3.4.1 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.

- 3.4.2 The retired members will pay any levy to the Neonatal Nurses College Aotearoa 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.

#### **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 Treasurer or a member of the National Committee, 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 Neonatal Nurses College Aotearoa 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**

- 6.1 The College will not charge a membership subscription, however annual or intermittent fees to support particular activities may be levied on members.
  - 6.1.1 Any levy for particular activities will be reviewed annually by the National Committee and shall not be raised with respect of core activities.
  - 6.1.2 Proposed changes will be circulated to all members at least thirty (30) days prior to the Annual General Meeting.
  - 6.1.3 Any proposed changes in levies will be discussed and voted on at the Annual General Meeting by a majority of members present.
  - 6.1.4 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 National Chairperson shall be elected by members. At the first meeting following the Annual General Meeting the Committee shall, from amongst its members, appoint the following officers

Secretary, Treasurer, Publicity and Communications Co-ordinator

- 8.1.4 The term of office shall be two (2) years, or three (3) years, with right of re-election for a further two (2) years, or three (3) years. Members shall be re-eligible for re-election after a break of two (2) years.
- 8.1.5 The newly elected members of the National Committee shall hold office from the conclusion of business of the Annual General Meeting of the Neonatal Nurses College Aotearoa of NZNO until the conclusion of business at the end of their term of office, at which time their successors assume office.
- 8.1.6 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 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.
- 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 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 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 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 staff shall maintain the register of the Neonatal 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, and NZNO membership staff shall notify the College of registration for membership made directly to NZNO at least bi-monthly.
  - 8.5.3 The Committee shall inform NZNO membership staff of members who have resigned or are no longer eligible for College membership at least bi-monthly.
  - 8.5.4 The Committee shall review the currency of the register biennially and notify the NZNO membership of changes.
  - 8.5.5. Membership information is kept confidential to the College and NZNO.

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

### **9.1 Nominations**

- 9.1.1 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.
- 9.1.2 The official form shall be used for all nominations.
- 9.1.3 If number of nominations does not exceed the number of vacancies, then those nominated will be considered duly elected.
- 9.1.4 The National 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.
- 9.1.5 Closing date and time for the return of postal ballots will be one (1) week prior to the Annual General Meeting.
- 9.1.6 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.

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

**10. ANNUAL GENERAL MEETING [note some Sections, not Colleges, may go to a Biennial General Meeting. Rules advice is to be sought from the Professional Nursing Adviser (PNA)]**

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

10.2 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.

**10.3 Powers of the Annual General Meeting**

The powers of the Annual General Meeting shall be

10.3.1 The Annual General Meeting 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 Neonatal Nurses College/National Section.

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.
- Proposed budget for the next financial year.

10.3.5 Set any levy to support specific College activities.

10.3.6 Report the results of the Elections.

10.3.7 Determine any honoraria to be paid

10.3.8 The Annual General Meeting 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 Annual General Meeting agrees to put on the Agenda.

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

10.3.11 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 College to that decision.

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

## **11. SPECIAL GENERAL MEETING**

- 11.1 The National Committee may call a Special General Meeting at a time and place of its choosing.
- 11.2 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.
- 11.3 All members shall receive notification of date, time and place not less than one (1) month before the date of the Special General Meeting.
- 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/Section Handbook).
- 12.2 Members are entitled to attend National Committee meetings but have speaking rights only.
- 12.3 The quorum for the Annual General Meeting 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/ Section Representative on the NZNO Membership Committee.

NB: Postal Ballots – If the College uses a 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 Annual General Meeting. The proposed changes shall be circulated to all members in a reasonable time before the Annual General Meeting.



- 13.2 Voting on these proposed changes shall take place at the Annual General Meeting.
- 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 SECTIONS/COLLEGE DIVISIONS**

14.1 Establishment of a Regional Section/College Division

A region/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 regions/divisions are established in order to achieve the objectives of the National 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 in 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 30<sup>th</sup> each year.

14.5 Financial Reporting

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

#### **15. 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)

#### **16. OBLIGATIONS**

- 16.1 Only the National Chairperson or his/her delegated representative shall speak on behalf of the College.
- 16.2 The Chief Executive Officer of the NZ Nurses Organisation will be informed prior to communication with external organisations or the media.
- 16.3 Communication with National or International Organisations or government departments shall initially be through the New Zealand Nurses Organisation Chief Executive Officer.

- 16.4 The NZ Nurses Organisation will be promoted through the College.
- 16.5 The College will be identified as a part of NZNO clearly in the college logo, communications and publications.

## **17. INTERPRETATION**

- 17.1 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.
- 17.2 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.

## **18. 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.).

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



## APPENDIX A

May 2014

Neonatal Nurses College – Aotearoa, New Zealand Nurses Organisation Inc.

### DUTIES OF THE COMMITTEE

#### a) General

- Govern the College in accordance with the AGM and conduct the business between AGMs.
- Manage the business of the College in accordance with its objectives.
- Develop a 5 year strategic plan and update it annually. Review all major College documentation / policy at least every 5 years eg Rule, 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.
- Follow NZNO policy if considering entering contracts for education provision.

#### b) Chairperson

- 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 College.
- Co-ordinate the work of the committee to ensure that the objectives and policies are maintained and promoted.
- The current chairperson of NNCA may nominate a committee member to be a representative on the executive board of the Council of International Neonatal Nurses (COINN) and the Journal Management Board of the Australasian Neonatal, Paediatric and Child Health Nursing Journal.

#### c) Secretary

- Keep the minutes of all meetings of the committee and of the College.

- Give notice of all meetings of the committee and 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.
- Treasurer Have charge and full knowledge of all funds and securities of the College.
- Deposit all funds in the name and to the credit of the College through the centralised NZNO accounting system.
- Render to the committee, whenever they request it, an account of all transactions as Treasurer.
- Render a statement of the financial condition of the College at all regular meetings of the general membership.
- Liaise with the NZNO Business Services Manager and Management Accountant re finances and financial reports.
- In conjunction with the NNCA Executive committee prepare the annual budget assessment / request and status report for NZNO and forward it to the Co-ordinator Professional Groups by the required time as stated by NZNO

d) Other committee members

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

## RESPONSIBILITIES OF MEMBERS

- Full members shall have the right to attend meetings, propose nominations and motions, to vote, to receive information from the College and become office bearers.
- All members have the responsibility of notifying the Secretary of any change of name, address, place of employment and occupation.
- Delegate's members may speak on behalf of the College only after consultation with the Chairperson.
- New members shall be supplied with a copy of the Rules of the Section without charge.
- Members shall comply with the rules

NZNO

ACCOUNTS

21 NZNO SECTIONS AND COLLEGES

**21.1 General**

21.1.1 Sections and colleges are not separate financial entities. They are part of NZNO and therefore obliged to account for GST and income tax.

21.1.2 The financial accounts of sections and colleges will be audited on an annual basis by NZNO auditors. NZNO's financial year runs from 1 April to 31 March.

21.1.3 Sections and colleges are self funded or funded by NZNO in accordance with approved budgets. Funding of activities depends on NZNO's overall financial position and the priorities given to various activities. A national funding application must be submitted by sections and colleges before mid-February each year.

21.1.4 Sections and colleges are entitled to maintain their own bank accounts and therefore are fully responsible for their finances.

21.1.5 It is strongly recommended by our auditors Slade & Co that NZNO sets up all bank accounts for sections and colleges. NZNO maintains a current relationship with ANZ Bank, therefore sections and colleges should hold all bank accounts with ANZ Bank only.

21.1.6 If new bank accounts need to be opened, this must be done in consultation with NZNO's Business Development Manager.

**21.2 Operational Procedure**

21.2.1 ANZ will send monthly bank statements to section and college treasurers. A copy of each monthly bank statement will also be sent to NZNO. Using NZNO's chart of account provided by NZNO, each treasurer will immediately "code" the bank statement and fax it to NZNO's auditor.

21.2.2 Based on information provided on the bank statement, NZNO's accountant will account for GST and income tax on behalf of sections and colleges.

21.2.3 NZNO will file GST returns on behalf of sections and colleges. When necessary, NZNO will pay GST or collect GST refunds on behalf of sections and colleges. At the end of each financial year, NZNO will either invoice sections and colleges for GST underpaid or refund any GST overpayment.

21.2.4 At the end of each financial year NZNO's auditors will produce a set of audited accounts for each section / college. These will then be consolidated with NZNO's profit and loss statement to show the true year end financial position. If there is any income tax to be paid, NZNO will immediately notify the relevant sections / colleges.

21.2.5 For any investment or term deposits, sections / colleges should be in direct contact with ANZ Bank. ANZ Bank will dedicate an account manager who will relate directly with NZNO / sections / colleges when necessary.

21.2.6 It is each treasurer's responsibility to file and properly store proof of financial transactions e.g. bank statements, invoices and receipts. The IRD requires these documents to be retained for 7 years.

21.2.7 Sections and colleges will be randomly audited by NZNO auditors on a regular basis.