

RULES of the NURSING RESEARCH SECTION of NEW ZEALAND NURSES' ORGANISATION (Inc.)

Ref: A894

1. NAME

Nursing Research Section of New Zealand Nurses' Organisation (Inc.) [NZNO], herein after known as the Nursing Research Section [NRS].

2. PURPOSE

The purpose of the Nursing Research Section is to advance nursing research in order to improve the quality of nursing practice and health in Aotearoa / New Zealand.

3. AIMS

The Nursing Research Section aims to:

- (a) promote research in clinical nursing practice, nursing education and nursing policy and management.
- (b) provide support and recognition for Nurses engaging in nursing research.
- (c) facilitate the publication and dissemination of nursing research, particularly New Zealand nursing research.
- (d) work within the protection, partnership, and participation principles of the Treaty of Waitangi.
- (e) promote cooperation and collaboration between nurse researchers nationally and internationally.
- (f) support the objectives and activities of the New Zealand Nurses' Organisation (Inc.).

4. MEMBERSHIP

(a) Full Membership:

- (i) Persons qualified for registration as a nurse or midwife under the Health Practitioners Competence Assurance Act (2003) and who are members of the New Zealand Nurses' Organisation (Inc.).
- (ii) Full members will pay any levy to the Nursing Research Section set by the General Meeting

(b) **Honorary Member:**

- (i) Honorary membership may be conferred on the recommendation of the National Committee, and will be announced at the next General Meeting of the Section.
- (ii) Honorary Members have the same rights and responsibilities as other members.
- (iii) The National Committee holds application forms for honorary membership, with eligibility criteria clearly outlined.

(c) **Student Member:**

A student who is undertaking a programme of education prescribed by the Nursing Council of New Zealand with a view to registration, who has NZNO membership and pays any annual student membership levy to the NRS.

(d) **Admission to Membership**

- (i) Any person described in Rule 4 a, b, c shall be deemed to be a member when an application for membership is received by the National Committee or the NZNO membership office.
- (ii) Such persons shall pay any levy set by the General Meeting from the date of joining.

(e) **Register of Members:**

The names, addresses, status, NZNO membership number and the date of joining of all Members will be held in a register which is maintained by the NZNO membership staff.

(f) **Termination of Membership**

Membership will cease in the event of:

- (i) the member sending a letter of resignation.
- (ii) any levy being unpaid for three (3) months in which event that person will automatically cease to be a member.
- (iii) Ceasing to be a member of NZNO.

5. LEVIES

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

- (a) Any levy for particular activities will be reviewed annually by the National Committee and shall not be raised with respect of core activities.
- (b) Proposed changes will be circulated to all members at least thirty (30) days prior to the General Meeting.

- (c) Any proposed changes in levies will be discussed and voted on at the 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.

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. Annual Section financial reports shall be forwarded to the Manager Corporate Services NZNO by May. No separate audited account shall be produced for the Section.
- (c) Section accounts shall be subject to random and detailed audit by NZNO's external auditors.
- (d) The Section 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 Biennial General Meeting and in the Section newsletter in the interceding year.
- (h) Any surplus funding from the Section conferences (after returning any seeding monies) shall be administered by the National Committee. The Section may develop standing orders regarding the distribution of profits between the organising group and any other body and the Section and this distribution is predetermined by the members at a General Meeting. Such monies should be noted as an extra source of income on the income side of the balance sheet, and be banked in the Section's account.
- (i) The Committee shall draw up an annual budget to be presented to members. A copy shall be sent to the Business Services Manager of the NZNO (Inc) in February.

7. NATIONAL COMMITTEE

- (a) **National Committee:**
 - (i) The National Committee shall comprise of up to 8 (eight) members elected, preferably with a wide geographical representation.

- (ii) Office bearer roles will be decided by the new Committee at its first meeting following the General Meeting. Other roles on the National Committee will be established as required.
- (b) **Term of Office:**
- (i) Members of the National Committee will hold office for three (3) years, with the right of re-election for a further three (3) years. After serving a term of six (6) consecutive years, a member will not be eligible for re-election until three (3) years [one (1) term] has elapsed.
 - (iii) Members of the Committee will hold office from the conclusion of business of the General Meeting until the conclusion of business at the next General Meeting, at which time their successors assume office.
- (c) **Elections:**
- (i) The Secretary will call for nominations from NRS members for the National Committee sixty (60) days prior to the General Meeting, on the official form circulated to all members.
 - (ii) Nominations for the National Committee must be received by the Secretary (on the official form), thirty (30) days prior to the General Meeting, with a written profile of the nominated candidate given on, or with, the nomination form.
 - (iii) The National Committee will be elected by a postal ballot of members before the General Meeting if there are more nominations than vacancies, otherwise those nominated will be considered duly elected. When a postal vote is necessary, NRS members will receive candidate profiles with their voting forms.
 - (iv) Closing date for the return of postal ballots will be one (1) week prior to the AGM.
 - (v) The candidate with the highest number of valid votes will be declared elected. In the event of more than one (1) vacancy, candidates will fill vacancies in descending order of the number of votes received per candidate, until all vacancies are filled.
 - (vi) The results of the election will be announced at the General Meeting.
 - (vii) Members will receive information about those elected.
- (d) **Returning Officer:**
- The National Committee will appoint a returning officer who will be responsible for the conduct of the ballot, provided that the returning officer will not stand to gain or lose personally from the outcome.
- (e) **Quorum:**
- A quorum for the National Committee meetings is fifty (50) percent plus one (1) of the elected Committee.
- (f) **Powers:**
- The National Committee will have the power to:

- (i) govern the Section in accordance with the NRS Rules.
- (ii) manage the business of the Section through its office holders in accordance with its purpose and aims.
- (iii) fill any vacancies occurring in the Committee by appointing a specific person to hold office until the next election.
- (iv) co-opt, or form sub committees as necessary, for any special project or activity. Where a co-opted person is not a member of NRS, that person will 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) call a special general meeting should extraordinary circumstances arise.

The committee shall not have the power to:

- (i) employ staff on a permanent part-time, contractual or temporary basis
 - (ii) enter into contracts
 - (iii) “endorse” on behalf of NZNO or authorise use of the NZNO logo without permission of the Board of Directors
- (g) The Chairperson of the National Committee is the recognised spokesperson for the Section.

(h) **Communication within Nursing Research Section:**

The National Committee will

- (i) produce Newsletters for members up to three (3) times a year
- (ii) give forward notice of National NRS meetings, workshops, forums and conferences
- (iii) request interaction with, and information from, members.

8. BIENNIAL GENERAL MEETING

(a) **Biennial General Meeting**

- (a) There shall be a Biennial General Meeting in conjunction with a biennial conference.
- (b) The powers of the Biennial General Meeting shall be to:
 - (i) The Biennial General Meeting shall be the highest decision making authority of the Section, subject only to the outcome of a ballot of full financial members of the Section.
 - (ii) Establish the Policy of the Nursing Research Section.
 - (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.

These two reports shall be published in the Section newsletter in the interceding year.

- (v) Set any membership levies.
 - (vi) Report the results of the Elections.
 - (vii) Biennial General Meeting may delegate to the National Committee any matter and direct the National Committee as it sees fit.
 - (viii) The effect of every decision made at Conference is to bind every member of the National Committee and financial members of the section to that decision.
 - (ix) Decide the venue for the next Biennial General Meeting and the Conference.
 - (x) Discuss, receive and decide upon any other matter which the Biennial General Meeting agrees to put on the Agenda by a majority vote.
 - (xi) Quorum for the Biennial General Meeting shall be five per cent (5%) of full members.
- (c) A representative of New Zealand Nurses Organisation (Inc.) shall be invited to the Biennial General Meeting.

(b) **Quorum:**

The quorum of the Nursing Research Section shall be five percent (5%) of members at the AGM.

(c) **Special General Meeting:**

- (i) The National Committee will call a special general meeting to deal with special or urgent Section business, at a time and place of its choosing.
- (ii) All financial members will receive notification of the date, time and place not less than one (1) month before the date of the special meeting.
- (iii) Any notice given of a special general meeting will state the business to be transacted, and no business other than that specified in the notice will be transacted at the meeting.
- (iiii) The quorum of the Nursing Research Section shall be five percent (5%) of members at the Special General Meeting

9. MEETING PROCEDURES

- (a) Meetings will be conducted according to accepted meeting procedure.
- (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) Committee members are expected to attend Committee and annual general meetings. If unable to attend, the Chairperson or Secretary is to be notified prior to the meeting.
- (f) The Chairperson is entitled to a casting vote.
- (g) No proxy voting is permitted at meetings.
- (h) The Secretary is to forward copies of all National NRS minutes and Newsletters to NZNO
- (i) The National Committee will hold a minimum of three (3) meetings annually plus the AGM. Committee meetings may be conducted by teleconference.

10. NZNO ANNUAL CONFERENCE

The two (2) delegates to the NZNO Annual Conference will be members of the National Committee.

11. ETHICS

- (a) Only the National Chairperson or his/her delegated representative shall speak on behalf of the Section.
- (b) The Chief Executive Officer of the New Zealand 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 Chief Executive Officer.
- (d) The New Zealand Nurses Organisation will be promoted through the Section.
- (e) The Section will be identified as a part of NZNO clearly in the logo, communications and publications.

12. INTERPRETATION

- (a) The Rules of the Section 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 arising is not provided for in the NRS Rules, the matter will be determined by the Rules of NZNO.

13. WINDING UP

In the event of the National Nursing Research Section's dissolution, the administration of all the assets, liabilities and properties, etc will be transferred to the Board of Directors of the New Zealand Nurses' Organisation (Inc.).

14. NRS PROFESSIONAL DEVELOPMENT GRANT

In keeping with the NRS Annual Plan 2014 - 2017 NRS (NZNO) will make available up to \$1000 per annum available for the purpose of Professional Development. This remit proposes that the awarding of an annual Professional Development Grant is added to the Rules of NRS (2007).

Allocation of the Professional Development Grant

Professional Development Grants will be awarded at the discretion of the NRS Committee, and only where funds are available within the budget.

At the Biennial Conference up to \$1000 will be awarded as prizes for presenters. On the alternative years up to \$1000 will be available for Professional Development Grants.

Applications for Grants are considered quarterly at the national executive meetings, or on an as needs basis.

Purpose of the Conference Prizes

To encourage and acknowledge excellence in conference presentations

Suggested awards of prize money may include:

Best student poster

Best non-student poster

Best presentation

Best first-time presenter

Purpose of the Grant

To assist members of NRS in professional development activities

Criteria for Grant application:

- The applicant must be a current financial member of NZNO and a full member of NRS (NZNO) for the past 12 months
- Applications for Grants must be on the official application form.
- The grant may be used towards post graduate study, attending courses, seminars and conferences or research projects. A copy of the conference, seminar, research proposal or course information should accompany the application.
- Priority will be given to nurses embarking on research and/or writing for a peer reviewed journal.
- Presentation of findings from activity supported by the NRS Grant must be offered at the biennial conference and/or written for inclusion into the NRS newsletter, Kia Tiaki or other relevant journal.
- At a minimum, written presentations will be within 3 months of attending or completing the activity for which the grant was used.

- The successful applicant should use the funding within the allocated financial year.
- Successful applicants will be notified in writing.
- In the event of multiple applications that all meet the criteria the Grant money may be allocated among applicants or allocated via a ballot.

These Rules of the Nursing Research Section have been approved by:

The New Zealand Nurses' Organisation (Inc.) Board of Directors October 1998.

The Annual General Meeting of the Nursing Research Section 2ND August, 2016