



NEW ZEALAND NURSES ORGANISATION (INC.)

Ref: A896

PERIOPERATIVE NURSES COLLEGE OF THE NEW ZEALAND NURSES ORGANISATION RULES 2018

NAME

The Perioperative Nurses' College of the New Zealand Nurses Organisation (Inc.).

AIMS

To co-ordinate the activities of the individual Perioperative Nurses College Regions of the New Zealand Nurses Organisation.

To practice within the protection, partnership and participation principles of the Treaty of Waitangi.

1. REGULATIONS

- 1.1 Nurses and nursing students with an interest in perioperative care can join PNC if they are a financial member of NZNO and are not already a member of two other Colleges or Sections.
- 1.2 PNC members who are qualified nurses shall pay a subscription for the Dissector annually. The cost of this will be determined/changed at an Annual General Meeting. The PNC national committee pays the Dissector subscription for PNC life members and PNC members who are nursing students. PNC Regions pay the Dissector subscription for Regional life members.
- 1.3 Membership of the Perioperative Nurses' College is through membership of a College Region.
- 1.4 Members of the National Committee shall be full members of a Perioperative Nurses College Region who are actively engaged in Perioperative Nursing.
- 1.5 Membership period is from 1 April to 31 March each year and membership ceases as per clause 2.6 *Resignation*.

2. COMPOSITION

- 2.1 The Committee shall comprise the Chairperson and one representative from each of the nine regions specified at 2.2 below.
- 2.2 Regions empowered to nominate representatives on the National Committee shall be: Auckland/Northland, Central North Island, Hawkes Bay, Ruahine/Egmont, Wellington, Nelson/Marlborough, Canterbury/West Coast, Otago and Southland.

3. CHAIRPERSON

- 3.1 The National Committee Chairperson shall be elected to that office for a term of two years, with the right of renewal of one (1) year, after which he/she shall not be eligible for re-election to any national office until two years have elapsed from the date on which that office was relinquished.
- 3.2 Prior to holding that office, the National Chairperson shall have served one year as the vice chair.
- 3.3 Nominations for Vice Chairperson shall be submitted on the official form to the National Committee Secretary fifty six days prior to the Annual General Meeting. All Regions shall be notified of nominees within fourteen days of this date. The Vice Chair will then become the Chair person after a year for a term of two years.
- 3.4 The National Chairperson shall be elected by Regions and announced at Annual General Meeting.
- 3.5 In the event of there being only one nominee to fill the vacancy, he/she shall be elected unopposed to that position, unless a vote of no confidence is returned by College Regions. If this occurs another election is held and the current Chairperson continues until the position is filled.
- 3.6 In the event of the National Chairperson becoming no longer actively engaged in Perioperative work, he/she shall be permitted to complete the current year of office, after which another election shall be held.
- 3.7 In the event of the National Chairperson being unable to complete a term of office, the Vice-Chairperson shall deputize as Chairperson until the end of the current year, after which they will become the chair for a further period of two years.

4. REGION REPRESENTATIVES

- 4.1 Regions shall elect their National Representative to the National Committee at a regional meeting.

- 4.2 The name of the representative shall be forwarded to the National Committee Secretary fifty six days prior to the Annual General Meeting. All Regions shall be notified of Representatives within fourteen days of this date.
- 4.3 The usual term of office shall be for two years with the right to renewal for a further two years. Region representatives shall be eligible for re-election after a period of two years absence from this office.
- 4.4 The newly elected members of the National Committee shall hold office from the conclusion of the business of the Annual General Meeting until the next Annual General Meeting at which their successors are appointed.
- 4.5 In the event of a Region Representative becoming no longer actively engaged in Perioperative work, he/she shall be permitted to complete the current year of office, after which the Region concerned shall elect another representative.

5. VICE CHAIRPERSON

- 5.1 The Vice Chair of the PNC^{NZNO} is elected 1 year prior to the Chair position becoming vacant, this person will then go on to be the Chairperson. The election process is outlined in rule 3.
- 5.2 The vice chair must have served on either the National Committee or a Perioperative Nurses College Regional Committee for at least one year.

6. TREASURER

- 6.1 The National Committee shall appoint a Treasurer annually at its first meeting. The Treasurer shall be an Regional Representative or the Secretary.

7. SECRETARY

- 7.1 The National Committee shall appoint a Secretary annually at the pre-Annual General Meeting. Applications shall be submitted on the official form fifty six (56) days prior to the Annual General Meeting. Regions shall be notified of applicants within fourteen (14) days of this date. The Secretary may be an ex-officio member of the Perioperative Nurses College.
- 7.2 The Secretary shall give ninety (90) days notice prior to the Annual General Meeting, of intent not to re-apply for this position.
- 7.3 In event of the Secretary being unable to complete the current year in office, the Chairperson shall action Regulation number 10.1 to fill the vacancy until the end of the next Annual General Meeting.

8. QUORUM

8.1 A quorum shall comprise six (6) members of the National Committee.

9. COMMITTEE VACANCIES

9.1 Casual vacancies of the Committee shall be filled by the Region concerned.

10. POWERS OF THE COMMITTEE

10.1 The Committee shall have the power to co-opt persons for any specific project or activity.

11. MEETINGS

11.1 The National Committee shall have a minimum of two meetings a year other than the Annual General Meeting.

12. FINANCE

12.1 The financial year of the National Committee shall be 1 April to 31 March. This is in line with NZNO financial year.

12.2 Each Region will forward an Annual Financial Statement to the National Treasurer for disclosure to the NZNO Business Manager.

12.3 The National Committee shall draw up an Annual Budget to be presented at the Annual General Meeting, a copy of which shall be sent to the Chief Executive Officer of the New Zealand Nurses Organisation (Inc.).

12.4 The College's finances shall be centralised in the NZNO accounting system and reported in the financial statements of NZNO.

12.5 The account shall be operated by the Treasurer. Cheque signing authority to be two (2) of three (3) signatures as approved by the National Committee.

12.6 The Treasurer shall keep records in accordance with current accounting practice and NZNO requirements.

12.7 Financial Statements and accounts shall be presented at all National Committee meeting and recorded in the minutes.

12.8 Any expenditure on a single item over \$4000.00 is to be discussed with and approved by the NZNO Business Manager.

12.9 There shall be an annual audit of the accounts which will be presented at the Annual General Meeting.

13. RULES

- 13.1 Proposed changes to Perioperative Nurses' College of the NZNO Rules shall be forwarded to the National Committee Secretary by one week before the Committee's second meeting of the year. This is to allow all Regions to be circularised.
- 13.2 Any changes to Perioperative Nurses' College of the NZNO Rules are to be endorsed by the Board of Directors of the New Zealand Nurses Organisation (Inc.).
- 13.3 The template Regional Rules for the Perioperative Nurses' College ^{NZNO}, shall be reviewed by the National Committee from time to time and be in line with the NZNO Section and College rules.
- 13.4 Regional rules shall be read in conjunction with the National Rules of the Perioperative Nurses College ^{NZNO}

14. VOTING

- 14.1 Voting at the Annual General Meeting shall be by delegates from established Perioperative Nurses' College Regions only.
- 14.2 A Region shall be established once its rules have been approved by the National Committee of the Perioperative Nurses College and the board of Directors of the NZNO.
- 14.3 A new Region has voting rights from the conclusion of the business of the Annual General Meeting at which its Rules are ratified.
- 14.4 Voting shall be one Region one vote.
- 14.5 Voting on Rules and other matters shall be by voting majority.
- 14.6 The Chairperson shall have the casting vote.

15. PUBLICATIONS

- 15.1 The National Journal shall be called "The Dissector".
- 15.2 The National Committee assumes responsibility for the publication.
- 15.3
 - (a) The National Committee shall appoint an Editorial Committee of no less than four (4) members, for a two (2) year term with the right of renewal annually up to five (5) years. A request to national committee is required to extend renewal beyond this period. Applications shall be submitted on the official form fifty-six (56) days prior to the Annual General Meeting. Regions shall be notified of the applications within fourteen

(14) days of this date. Each appointee shall be a full member of the Perioperative Nurses College.

(b) National Committee will appoint a regional representative of the National Committee to sit on the Editorial Committee for a 2 (two) year term with the right of renewal annually up to 2 (two) years and with a stand-down period before re-nomination. The regional representative of the National Committee may or may not be the Chief Editor.

- 15.4 A Chief Editor shall be nominated from the Editorial Committee for a two (2) year term of office with a right of renewal every two (2) years at the discretion of National Committee. The Chief Editor will have a minimum of one (1) years experience on an appropriate Editorial Committee. The Dissector Chief Editor shall give six (6) months notice prior to the AGM of intent not to renew this position.
- 15.5 Members of the Editorial Committee shall give ninety (90) days notice prior to the Annual General Meeting, of intent not to re-apply for these positions.
- 15.6 In the event of any member of the Editorial Committee being unable to complete the current year in office the Chairperson shall action Regulation 10 to fill the vacancy until the end of the next Annual General Meeting.
- 15.7 In the event of an applicant not being suitable the National Committee retains the right not to appoint that person.
- 15.8 An Annual Report shall be presented at the Annual General meeting.
- 15.9 The National Committee shall have the power to invite the Chief Editor to attend Committee Meetings ex-officio.
- 15.10 The Dissector financial activities are incorporated in PNC financial statements by the PNC treasurer.

16.0 PROFESSIONAL PRACTICE COMMITTEE

- 16.1 The National Committee assumes responsibility for delegating project work to the Professional Practice Committee (PPC) and for approving project outputs.
- 16.2
- a) The National Committee shall appoint a Professional Practice Committee (PPC) of no less than four (4) members, for a two (2) year term with the right of renewal annually up to five (5) years. A request to national committee is required to extend renewal beyond this period. Applications shall be submitted on the official form fifty-six (56) days prior to the Annual General Meeting. Regions shall be notified of the applications within fourteen (14) days of this date. Each appointee shall be a full member of the Perioperative Nurses College.
- b) National Committee will appoint a regional representative of the National Committee to sit on the PPC for a two (2) year term with the right of renewal annually up to two (2) years and with a stand-down period of

two (2) years before re-nomination. The regional representative of the National Committee may or may not be the Convener of the PPC .

- 16.3 The PPC Convener shall be nominated from the PPC for a two (2) year term of office with a right of renewal every two (2) years at the discretion of National Committee. The PPC Convener will have a minimum of one (1) years experience on the PPC. The PPC Convener shall give six (6) months notice prior to the AGM of intent not to renew this position.
- 16.4 Members of the PPC shall give ninety (90) days notice prior to the Annual General Meeting, of intent not to re-apply for these positions.
- 16.5 In the event of any member of the PPC being unable to complete the current year in office the Chairperson shall action Regulation 10 to fill the vacancy until the end of the next Annual General Meeting.
- 16.6 In the event of an applicant not being suitable the National Committee retains the right not to appoint that person.
- 16.7 An Annual Report shall be presented at the Annual General meeting by the PPC Convener.
- 16.8 The National Committee shall have the power to invite the PPC Convener to attend National Committee Meetings ex-officio.
- 16.9 The PPC financial activities are incorporated in the PNC financial statements by the PNC Treasurer.

17. PERIOPERATIVE NURSES COLLEGE ANNUAL GENERAL MEETING

- 17.1 The Perioperative Nurses College NZNO shall hold a conference each year which shall include the Annual General Meeting. The business of the Annual General Meeting and Conference shall be to:
 - a) Maintain the philosophy and policies of the Perioperative Nurses' College
 - b) Consider and decide upon all remits forwarded for its consideration in accordance with these rules
 - c) Receive and consider:
 - i. The Annual Report as presented by the Chairperson
 - ii. Audited Statements of Income and Expenditure and, Annual Balance Sheet and National Committee Annual Budget for the next financial year
 - iii. All other National Committee Representative or Sub-committee reports
 - d) Set The Dissector Journal subscription fee
 - e) Report the results of elections
 - f) Discuss, receive and decide any other matter which conference agrees to put on the Agenda by a majority vote.

- 17.2 That all remits are to be presented to National Committee and then distributed to all PNC members for consultation, six weeks before conference.
- 17.3 A representative from the New Zealand Nurses Organisation (Inc.) shall be invited to the Annual General Meeting.

18. NEW ZEALAND NURSES ORGANISATION (INC.) NATIONAL CONFERENCE

- 18.1 The National Chairperson or Deputy and one other member of the National Committee be delegates to NZNO Conference.

19. NZNO MEMBERSHIP COMMITTEE & BOARD OF DIRECTORS

- 19.1 National Colleges can have a representative on the NZNO Membership as per clause 23 of the NZNO Constitution – Membership Committee (Clause 23: 23.3 & Schedule 7: 3, 3.1.5, 3.2.4.
- 19.2 The National Committee shall call for nominations for the position of National College Representative on the NZNO Membership Committee when a position becomes vacant.
- 19.3 Perioperative Nurses' College members who wish to apply for this position, as the national representative of all Colleges & Sections, on the NZNO Membership Committee must apply to the National Committee first and not directly to the Membership Committee.
- 19.4 The National Committee will decide on the appropriate application with the Chairperson having the casting vote.
- 19.5 This successful Perioperative Nurses' College nomination application will be forwarded to the NZNO Membership Committee for consideration with all other College/Section nominations.
- 19.6 If successful in gaining a position on the NZNO Membership Committee, the member will report back to the National Committee at each meeting and provide an Annual General Meeting report.
- 19.7 Perioperative Nurses College NZNO can endorse a PNC member for NZNO Board of Directors.

20. ETHICS

- 20.1 No member of the Perioperative Nurses College shall speak on behalf of the College or the New Zealand Nurses Organisation (Inc.) without first contacting the Chief Executive Officer or the New Zealand Nurses Organisation President.

- 20.2 Communication with national or international organisations or Government Departments may only be undertaken through the New Zealand Nurses Organisation (Inc.).

21. DISSOLUTION AND DISPOSITION OF PROPERTY

- 21.1 The Perioperative Nurses College may dissolve following consultation with members, and with the approval of the Board of Directors of the New Zealand Nurses Organisation (Inc.).
- 21.2 In the event of the Perioperative Nurses College ^{NZNO} dissolution, the assets shall be held by the New Zealand Nurses Organisation (Inc.) for a period of five (5) years. Should, after this period of time, no further like body emerge the assets shall be transferred to the New Zealand Nurses Organisation (Inc.) General Account.

Approved by National Executive, April 1995

Approved by NZNO Board of Directors, October 1999, 2002

Approved by NZNO Board of Directors, October 2004.

Approved by NZNO Board of Directors, December 2005

Approved by NZNO Board of Directors, April 2010

Approved by NZNO Board of Directors, 2012, 2014

Approved 2018