

Rules for the New Zealand College of Primary Health Care Nurses NZNO

1. NAME

- 1.1 New Zealand College of Primary Health Care Nurses NZNO.
(NZCPHCN)

2. OBJECTIVES

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

3.2 Associate Member

- 3.2.1 Qualified nurses, student nurses and health care assistants interested in primary health care nursing but not necessarily in practice.
- 3.2.2 Qualified nurses, student 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 *primary health 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 *primary health care* who are not eligible for NZNO membership.
- 3.2.6 Associate members will pay any levy to the New Zealand College of Primary Health Care Nurses NZNO 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 Executive Committee and ratified at an Annual General Meeting.

- 3.3.1 The New Zealand College of Primary Health Care Nurses NZNO may grant honorary membership to any NZNO member or ex-member in recognition of their contribution to the New Zealand College of Primary Health Care Nurses NZNO or to *primary health care* 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 New Zealand College of Primary Health Care Nurses NZNO does not confer honorary membership of NZNO.

3.4 Retired Nurse Member

3.4.1 The Executive 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 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.

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 Executive 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 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

6.1 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 Executive 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 forums.
- 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 Executive 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 Regional forums of the College shall have their financial accounts recorded within the 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 Executive 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 Executive 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. COMMITTEES

8.1 Executive Committee Membership

- 8.1.1 The Executive Committee has a governance role, identifying issues and potential projects informed by the strategic plan, membership need and NZNO imperatives, and directs and facilitates the work of the standing committees.
- 8.1.2 The executive committee shall consist of no more than eight (8) elected people
 - 4 members – nominated and elected by the membership

- 1 member – selected by Te Runanga o Aotearoa and working for a primary health care provider
- 2 reserved positions – selected by the committee to ensure diversity in the committee is made up across the subspecialities
- Editor of LOGIC – advertised within the membership and appointed by the executive committee

8.1.3 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.

8.1.4 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.

8.1.5 The newly elected members of the Executive Committee shall hold office from the conclusion of business of the Annual General Meeting of the New Zealand College of Primary Health Care Nurses 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 Executive Committee shall be decided at the Annual General Meeting.

8.2 **Executive Committee 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 of the Executive Committee**

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 Executive 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 Executive 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 Standing Committee Membership

- 8.5.1 LOGIC committee: comprising of seven (7) members plus the editor..
- 8.5.2 The LOGIC Editor position is advertised within the membership and appointed by the executive committee. This is to sustain a quarterly journal and lead the committee.
- 8.5.3 At the first meeting following the Annual General Meeting the LOGIC Committee shall, from amongst its members, appoint the following officers: Secretary
- 8.5.4 Professional Practice committee. The scope of this includes clinical practice, education and research. It will comprise up to five (5) elected members and one executive member.
- 8.5.5 At the first meeting following the Annual General Meeting the Professional Practice Committee shall, from amongst its members, appoint the following officers: Chairperson, Secretary

8.6 Function and Powers of the Standing Committees

- 8.6.1 These committees have an operational role within the College structure, completing projects allocated to them from the Executive and working to an agreed annual workplan, informed by the strategic plan, membership needs and NZNO imperatives,
- 8.6.2 They are bound by the Terms of Reference of each respective committee.
- 8.6.3 The standing committees are responsible to the executive committee.

8.7 Funding and Financial Records of Standing Committees

8.7.1 The standing committees will operate within an agreed budget incorporated within the annual budget of the College.

8.7.2 The financial records of the standing committees shall be reported in the College annual accounts.

8.8 Register of Members

8.8.1 NZNO membership staff shall maintain the register of the New Zealand College of Primary Health Care Nurses NZNO. This register is to include name, address, College membership status, including financial NZNO membership number (if applicable) and the date of joining.

8.8.2 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.

8.8.3 The Committee shall inform NZNO membership staff of members who have resigned or are no longer eligible for college membership at least bi-monthly.

8.8.4 NZNO shall review the currency of the register biennially and notify the NZNO membership of changes.

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

9. ELECTIONS OF EXECUTIVE AND STANDING 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 Executive 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 votes 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.
- 9.1.8 In the event of insufficient representatives being nominated, the outstanding members will be called for from the entire membership.

10. ANNUAL GENERAL MEETING

- 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 Executive 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 executive 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 executive 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 New Zealand College of Primary Health Care Nurses NZNO.
- 10.3.3 Report the vote of all remits 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 Executive Committee any matter, and may direct the Executive 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.
- 10.4 The effect of every decision made at the Annual General Meeting is to bind every member of the Executive 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 Annual General Meeting.

10.6 The executive of the NZCPHCN may, with 8 months' notice to the membership, defer the Annual General Meeting for 1 year. The requirement for annual reports to be submitted is unchanged. The Terms of Office for office holders is unchanged.

11. SPECIAL GENERAL MEETING

11.1 The Executive 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 executive 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 executive 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 Handbook).

12.2 Members are entitled to attend Executive 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 All matters will be distributed to members and voted on prior to the annual general meeting unless urgent decision is required at the AGM. The executive committee reserves the right to postpone voting until after the AGM and will distribute the information to all members for consideration and voting.

12.6 Should voting be required at the annual general meeting, votes will be by a show of hands unless any member requests a secret ballot.

12.7 All resolutions will be decided by a majority of votes.

12.8 The Chairperson is entitled to a casting vote.

12.9 No proxies are permitted at meetings

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

NB: Postal Ballots or electronic voting – If the College uses a postal ballot or electronic voting, 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 can take place prior to 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 FORUMS

14.1 Establishment of a Regional Forum

A region consists of the members working or living within a geographical area defined by the Executive Committee. The Executive 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 Executive Committee and Standing Committees. 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 Executive Committee by establishing an effective communication system.

14.3 Governance

Each regional forum will be facilitated by a Coordination Committee. This will consist of 'interested volunteers' who will take designated leadership functions within the forum. The coordination committee report to the executive committee through a nominated executive member.

14.4 Funding

14.4.1 The regional forum will apply to the executive committee through an established process for approval and reimbursement of funding to support activities.

14.5 Financial Reporting

14.5.1 Invoices and receipts will be provided to the executive committee

14.5.2 The financial status of the regional forum 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 Executive 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/National Section'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
July 2014 approved by NZNO CEO