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## New Zealand Nurses Organisation College of Stomal Therapy Nursing (NZNOCSTN)

### 1. Name

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- New Zealand Nurses Organisation College of Stomal Therapy Nursing. An abbreviation shall be NZNOCSTN.
- A Stomal Therapy Nurse is one who has completed a Certificate in Stomal Therapy with a provider approved by NZNOCSTN.
- An Ostomy Nurse is a Nurse practising in the field of Stomal Therapy but who is uncertificated.

### 2. Aims

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- To be the recognised professional organisation for all Stomal Therapy Nurses in New Zealand both nationally and internationally.
- To recruit nurses practising, identifying with, and/or interested in stomal therapy care to belong to the NZNOCSTN.
- To practise within the protection, partnership and participation principles of the Treaty of Waitangi.
- To develop and disseminate Standards of Practice for Stomal Therapy Nurses.
- To provide a communications network for all members including regular journals, conferences and disseminating information on issues pertaining to stomal therapy nursing.
- To liaise with appropriate authorities on social and health issues relevant to stomal therapy nursing and community health.
- To encourage, promote and provide the development of educational programmes/seminars for Stomal Therapy Nurses and those interested in stomal therapy care.

- To encourage and support research into stomal therapy nursing issues.
- To actively facilitate the ongoing strategic and professional development of Stomal Therapy Nurses in conjunction with the appropriate health authorities.
- To promote stomal therapy nursing and increase the profile of Stomal Therapy Nurses.
- To communicate and liaise with other stomal therapy organisations at an international level.
- To support the objectives and activities of New Zealand Nurses Organisation (NZNO).

### **3. Membership Eligibility**

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- The following shall be eligible for membership of the College:
- All members will receive *The Outlet* journal a minimum of twice a year.

#### **Full Membership**

- Registered or Enrolled nurses, both practising and non-practising, who are current financial members of the NZNO, and have an interest in stomal therapy nursing.
- Have voting rights at the Biennial General Meeting (BGM) or any issue which may require voting upon.
- Can apply for financial assistance through the Bernadette Hart Award to further their education.

#### **Associate Membership**

Associate Members **can be**:

- Undergraduate Students of nursing who are members of the NZNO
- Company delegates who will pay an annual fee (levy) set at the BGM.
- Nurses working overseas who are not NZNO members who will pay an annual levy.

Associate members **do not**:

- Have any voting rights.
- Have eligibility for office.
- Have the ability to apply for financial assistance.

### **Honorary life Membership**

- NZNOCSTN may grant Honorary Life Membership to members and ex-members who have demonstrated a long-standing contribution towards education and furthering knowledge to Stomal Therapy and within the NZNOCSTN. Honorary Life Membership would be considered following not less than 10 years of service in Stomal Therapy. Homorary life members are proposed by the Executive committee and ratified at the BGM.

Honorary Life Members *shall*:

- Not be required to pay any subscriptions or levies.
- Be nominated as per the above guidelines.
- Appear in the register of members and have all rights and responsibilities of a full member.

***Honorary life membership of the NZNOCSTN does not confer honorary membership of NZNO.***

### **Retired Nurse Membership**

- 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.
- The retired members will pay any levy to the NZNOCSTN set at the BGM.
- Retired members may not hold office, propose nominations or motions or have voting rights.
- The name and address of retired members shall appear in the register of members.

### **Termination of membership**

- Resignation must be in writing.
- Is at the discretion of the current Executive Committee.
- Will occur if any NZNOCSTN levies are unpaid within twelve (12) months.

## 4. Levies

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- The NZNOCSTN will not charge membership subscription, however, from time-to-time and intermittent fee to support another particular activity maybe levied on members.
- Any levy for particular activities will be reviewed biennially by the National Committee and shall not be raised with respect to core NZNOCSTN activities.
- Proposed levies shall be discussed and voted at the Biennial or Special General Meeting (SGM) by a majority of members present.
- Proposed changes will be circulated to all members at least thirty (30) days prior to the BGM.
- The date for any agreed levy approved by the BGM or SGM will take effect from the beginning of the next financial year.

## 5. Meetings

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### **Biennial General Meeting**

- There shall be a BGM 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.
- A BGM shall be conducted by face-to-face, video link or other electronic means as recommended by the national committee and agreed to by the BGM in approving the forthcoming Annual Operational and Business Plan. In the event that the previous BGM did not make a decision on this issue, the national committee shall decide.
- The powers of the BGM shall be:
  - the highest decision making authority of the NZNOCSTN subject only to the outcome of a ballot of full members of the NZNOCSTN
  - to establish policy of the NZNOCSTN
  - to consider and decide upon all remits forwarded for its consideration in accordance with these rules.
  - to receive and consider:
    - the Annual Report as presented by the Chairperson (this report will appear in *The Outlet* journal on alternate years between BGMs).
    - audited statement of Income and Expenditure and Annual Balance Sheet.

- proposed budget for the next financial year(s) (as per Business and Operational Plan).to set any levy to support specific College activities.
  - To determine any honoraria to be paid.
  - To report the results of the Elections.
  - To delegate to the National Committee any matter and direct the National Committee as it sees fit.
  - To ensure that every decision made at Conference binds every member of the National Committee and financial members of the section to that decision.
  - To receive, discuss, and decide upon any other matter which the Biennial General Meeting agrees to put on the Agenda by a majority vote.
- Quorum for the BGM shall be five (5%) of full members.
  - A representative of NZNO shall be invited to the BGM.

### **National Committee**

- The National Committee shall consist of no more than six (6) elected people with a wide geographical representation. These will form the Executive of the Section.
  - At the first meeting following the BGM the Committee shall, from amongst its members, appoint the following officers: Chairperson, Secretary, Treasurer, Journal editor(s)
- Or***
- The National Chairperson shall be elected by members. At the first meeting following the BGM the Committee shall, from amongst its members, appoint the following officers: Secretary, Treasurer, Publicity and Journal editor (s)
  - 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.
  - The newly elected members of the National Committee shall hold office from the conclusion of business of the BGM until the conclusion of business at the end of their term of office, at which time their successors assume office. This is usually at the end of conference.
  - Two of the outgoing committee may be available on request to assist the incoming committee for up to six months.
  - Any honoraria or like payment to members of the National Committee shall be decided at the BGM.

### **Meetings:**

- There shall be a maximum of three meetings per year plus the BGM. 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.
- The quorum shall be fifty percent (50%) plus one (1) of the elected committee.
- Committee members are expected to attend committee and BGM's and if unable to attend the Chairperson must be notified.

### **Powers:**

The committee **shall have** the power to:

- Govern the College in accordance with BGM and conduct the business between BGM's.
- (Through its office holders), manage the business of the College in accordance with its objectives.
- Fill any vacancies occurring in the committee by appointing a specific person to hold office until the next elections. In the event of a mid-term resignation from the National Committee, the results of the previous election ballot shall be reviewed. The candidates who stood for election and were unsuccessful shall be offered an appointment to the committee in descending order of the number of votes they received in the ballot until the vacancy is filled.
- 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 section, 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.
- The National Committee has the power to call a SGM in extraordinary circumstances as may require this.

The committee **shall not** have the power to:

- employ staff on a permanent, part-time, contractual or temporary basis
- enter into contracts
- “endorse” on behalf of NZNO or authorise use of the NZNO logo without permission of the Board of Directors

### **NZNO Annual Conference**

- The delegates to attend the NZNO Annual Conference shall be the Chairperson or a deputy and one other Committee member. The delegates to the NZNO Annual General Meeting shall be the Chairperson or a deputy and one other Committee member (NZNO Constitution Clause 27).

### **Special General Meeting (SGM)**

- The National Committee may call a SGM at a time and place of its choosing.
- A SGM shall be conducted by face-to-face, video link or other electronic means as recommended by the national committee and agreed to by the BGM in approving the forthcoming Annual Operational and Business Plan. In the event that the previous BGM did not make a decision on this issue, the national committee shall decide.
- All members must receive notification of date, time and place not less than one (1) month before the date of the SGM.
- Any notice given under this rule shall state the business to be transacted at the SGM and no business other than that specified in the notice, shall be transacted at the meeting.

## **6. Nominations for the national committee**

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- 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.
- The official form shall be used for all nominations.
- If number of nominations does not exceed the number of vacancies, then those nominated will be considered duly elected.
- 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.
- Closing date and time for the return of electronic ballots will be one (1) week prior to the BGM.
- 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.

- The announcement of the newly elected officers shall be made before the closing of the BGM.

## **7. Meeting and procedures of the college including BGM and SGM's**

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- Meetings will be conducted according to accepted meeting procedure (refer to the NZNO College Handbook).
- Members are entitled to attend National Committee meetings but have speaking rights only.
- The quorum for the BGM shall be five per cent (5%) of full members.
- All full members in attendance have voting rights.
- Voting shall be by a dedicated, secure electronic voting site to be received no later than one week before the election or by ballot at the BGM.
- With the exception of the electronic election ballot, all matters will be voted on by a show of hands, unless any member requests a secret ballot.
- If positions are not filled prior to the BGM, nominations will be taken from the floor.
- All resolutions will be decided by a majority of votes.
- The Chairperson is entitled to a casting vote.
- No proxies are permitted at meetings.
- The Secretary is to forward copies of all National Committee minutes and journals to NZNO.

## **8. Finance**

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- The financial year shall be from 1 April to 31 March inclusive.
- 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 Corporate 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.
- College accounts shall be subject to random and detailed audit by NZNO's external auditors.
- The College treasurer shall keep accounting records in accordance with current accounting practice and NZNO requirements.
- Financial statements and accounts for payment shall be presented at all committee meetings and recorded in the minutes.
- The national committee shall appoint persons to sign authorities for payment of invoices, expenses etc.



- The annual financial reports will be presented at the BGM, and the alternate year's accounts will be emailed to all NZNOCSTN members. The reports will also be published in *The Outlet* journal.
- Any regional divisions/sections of the national college shall have their financial accounts recorded within the national college/section accounting records. This information shall be forwarded to NZNO for recording in the NZNO annual financial statements.
- Any surplus funding from College conferences shall be administered by the National Committee
- The Committee shall draw up an annual budget to be presented and approved at the BGM. A copy shall be sent to the Corporate Services Manager of the NZNO.

## **9. Annual Report**

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- An annual report will be prepared by the Chairperson, a copy of which shall be sent to all members before the BGM and be printed in the NZNOCSTN's journal for the interceding year. A copy of the Report shall be sent to the Chief Executive Officer of the NZNO.

## **10. Rule Changes**

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- Proposed changes to rules shall be forwarded to the Secretary as requested thirty (30) days prior to the BGM, and to be circulated to all members in a reasonable time before the BGM.
- Voting on these proposed changes to take place at the BGM or SGM.
- Any changes to the rules are to be approved by the Board of Directors of the NZNO.

## **11. Obligations**

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- Only the National Chairperson or his/her delegated representative shall speak on behalf of the College.
- The Chief Executive Officer of the NZNO will be informed prior to communication with external organisations or the media.
- Communication with National or International Organisations or government departments shall initially be through the NZNO Chief Executive Officer.
- The NZNO will be promoted through the College.
- The College will be identified as a part of NZNO clearly in the college logo, communications and publications.

## **12. Interpretation**

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- The rules of the NZNOCSTN 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.
- Where any matter is not provided for in these Rules, the Constitution of NZNO shall apply to the extent of the powers of the relevant section outlined in Schedule Seven outlined in the NZNO Constitution.

## **13. Winding up**

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- In the event of the NZNOCSTN's dissolution, the administration of all the assets, liabilities and properties etc shall be transferred to the Board of Directors of the NZNO.

**September 1996**

**February 1998**

**July 1998**

**May 2004**

**Approved by NZNO Board of Directors**

**Revised and Presented to Conference & AGM:**

**Revised and Approved by NZNO Board of Directors:**

**Revised and Presented to Conference & BGM:**

**Revised and Approved by NZNO Board of Directors:**

**Revised and Approved by NZNO Board of Directors:**

**December 2005**

**August 2007**

**December 2007**

**October 2008**

**February 2009**

**September 2011**