



# Australian College of Neonatal Nurses Incorporated

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## AUSTRALIAN COLLEGE OF NEONATAL NURSES

### CONSTITUTION

1992

### AMENDMENTS:

March 1997, July 2002, March 2005

### AUSTRALIAN COLLEGE OF NEONATAL NURSES (2005)

### CONSTITUTION

#### 1. Name:

1.1 The name of the College shall be the Australian College of Neonatal Nurses (ACNN)

#### 2. Aims:

- 2.1 To enhance the professional development of neonatal nurses in relation to education and research.
- 2.2 To provide expert advice to, and professional communication with government bodies and other professional Colleges on matters pertaining to neonatal nursing.
- 2.3 To facilitate close and continuing contact with other professional Colleges pertaining to neonatology/perinatology.
- 2.4 To co-ordinate activities common to all state groups to maximise resources and prevent duplication of services.
- 2.5 To foster international liaisons to promote neonatal nursing in Australia.

#### 3. Objectives:

- 3.1 To promote the formulation and dissemination of standards of care for neonatal nursing practice.
- 3.2 To act in an advisory capacity on the formulation and implementation of post graduate neonatal nursing education programs.
- 3.3 To promote and facilitate nursing research related to neonatal care.
- 3.4 To provide and promote forums at regional, national and international levels, for the exchange of information and ideas pertaining to neonatal care.
- 3.5 To promote accreditation for changes in neonatal nursing practice.
- 3.6 To remain a non-profit organisation.

#### 4. Membership:

- 4.1 Membership of the College shall be representative of neonatal nurses in Australia. (2005)
- 4.2 Financial members of state groups are granted membership to ACNN. (2005)
- 4.3 Associate membership shall be open to any other interested person at the discretion of the executive council. The fee for associate membership shall be less than that for full membership and such members shall not have voting rights.
- 4.4 Honorary membership shall be granted to persons of distinction who have made a significant contribution to neonatal nursing. They shall be admitted to honorary membership by a resolution of the executive council.

#### 5. State Colleges/Groups:

- 5.1 Each state group operates as an independent group for matters of concern/interest/education for that particular state. These state groups will remain financially independent from the national College.
- 5.2 States without formal groups may operate as a chapter of an established group, with the members having full privileges of the 'host' state group.
- 5.3 The state groups represented from the inaugural national association are: New South Wales, Victoria, South Australia, Queensland, Western Australia and Tasmania.

## 6. Executive Council:

- 6.1 Each state group shall be represented by two members on the executive council.
- 6.2 These members shall be elected by the respective state Colleges, at least one representative to be a member of the state executive committee.
- 6.3 Each state shall elect at least one representative each year.
- 6.4 The maximum term that an individual can serve on council is four consecutive years.
- 6.5 The executive council shall elect the office bearers of the College on a yearly basis with a maximum term of two years. (2005)
- 6.6 Council shall meet at least twice a year to consider and decide on any matters and current issues relevant to the College. The venue will be rotated between states as decided by council. (2005)
- 6.7 If a Council member is unable to attend a meeting he/she may invite another full member of the same state to attend the meeting on his/her behalf, provided the secretary is notified of this before the meeting.
- 6.8 A quorum for a Council meeting, in all its formats, is met when a representative from each of the member states is present. The proxy for a committee member is a member of their State Executive committee. (2002)
- 6.9 States without formal groups may have one representative on council. This representative must be a financial member of the 'host' state group and be elected to council by the membership of the 'host' state group.
- 6.10 The office holding positions of council are: President, Vice President (President elect), Secretary, Assistant Secretary, Treasurer.
- 6.11 The initial office bearers shall be :
  - a) president – Kaye Spence (NSW) b) vice president – Trudi Mannix (SA) c) secretary – Judy Jamieson (VIC) d) asst. secretary – Cheryl Norris (TAS) e) treasurer – Sharon Broadhurst (QLD) f) publicity officer- Avel Russell (WA) who shall hold such position until the annual general meeting.
- 6.12 The offices of Council may only be held by representative of states with formal established groups.
- 6.13 The office bearers of the Executive Council are elected by the Council at the first meeting in the new year. (2002)
- 6.14 The newly elected council committee members should take office at the conclusion of the meeting at which the election was held. (2002)

## 7. Duties of the President:

- 7.1 Preside at all meetings of the College and preserve order. (2005)
- 7.2 Upon confirmation of the minutes sign the minute book in the presence of the meeting.
- 7.3 In conjunction with the secretary summon all members to all meetings of the College. (2005)
- 7.4 Represent the College as its principle officer when required to do so by the College. (2005)
- 7.5 Present a report at the annual general meetings of the College. (2005)
- 7.6 Sign and countersign, as the case may be, all instruments to which the President's signature is requisite.

## 8. Duties of the Vice President (President Elect):

- 8.1 The holder of this position on council must be from a different state to the current President.
- 8.2 Perform the duties of the President in the absence of the President.
- 8.3 Perform the duties of the treasurer in her/his absence.
- 8.4 Assume office of Presidency on the retirement of the current holder.

## 9. Duties of the Secretary:

- 9.1 The secretary shall be the principal administrative officer of the College subject to the control of the council.
- 9.2 Attend each meeting of the council
- 9.3 Make and keep a correct record of all proceedings of all general and council meetings.
- 9.4 Conduct the College's correspondence. (2005)
- 9.5 Arrange meetings of the membership and council of the College. (2005)
- 9.6 Keep all records of membership, as required by the College and forwarded by state associations. (2005)
- 9.7 Prepare and disseminate information relating to general meetings and conferences arranged by the College. (2005)
- 9.8 As nominated by the Council duties of the Secretary may be delegated to the Secretariat or the Assistant Secretary. (2002)

## 10. Duties of the Assistant Secretary:

- 10.1 Carry out the duties of the secretary in the absence of the secretary.

## 11. Duties of the Treasurer:

- 11.1 The treasurer shall be the principle financial administrator of the College subject to the control of council. (2005)
- 11.2 The treasurer shall attend each meeting of council and the members unless excused.

11.3 Collect and receive monies payable to the College, issue receipts and bank same into the College bank account. (2005)

11.4 Prepare a statement of receipts and expenditure and submit same to the Annual General Meeting, after due auditing by the auditor appointed by Council immediately prior to the Annual General Meeting.

11.5 Submit an estimate of expenditure and income for the coming year to the Annual General Meeting.

11.6 Invest the funds of the College on its behalf in accordance with the instructions of council. (2005)

11.7 Prepare all cheques, or the like, drawn on the College's funds and sign or countersign as the case may be, all instruments to which the treasurer's signature is requisite. (2005)

## 12. Duties of the Professional Officer:

12.1 A Professional Officer shall be appointed by council for a two-year term of office. The term may be renewable for a further term by mutual agreement of the executive council and the incumbent.

12.2 A Professional Officer shall be appointed by Council for a two year term of office and will include annual performance review. The term may be renewable for a further term by mutual agreement of the executive council and the incumbent. (2002)

12.3 The Professional Officer shall act as a consultant for the membership on matters relating or professional issues concerning neonatal nursing.

## 13. Election of Office Bearers:

13.1 The offices of Council shall be nominated and elected by the Executive Council.

13.2 If more than one nomination is received for a particular office, then the office will be filled by a simple majority vote from the council at the Annual General Meeting. In the case of a tied vote the President shall have the deciding vote.

13.3 If an office becomes vacant then it may be filled by a member of Council until the next Annual General Meeting.

## 14. Annual General Meetings:

14.1 The AGM shall be held at a time and venue as determined by council.

14.2 Venues shall where possible rotate between states at the discretion of council.

14.3 Due notice together with the agenda shall be sent to all members by the secretary no less than thirty days before the date of the meeting.

14.4 Notice of additional business shall be forwarded to the secretary in writing no less than fourteen days in advance of the meeting.

14.5 At each AGM the venue and date for the next AGM shall be confirmed.

## 15. Quorum:

15.1 Three percent of the full membership of the College shall constitute a quorum for all meetings of the College. (2005)

## 16. Voting:

16.1 At council meetings each state shall be entitled to one vote and in the event of a tied vote the motion shall lapse. All resolutions shall be passed by a simple majority.

16.2 At general meetings each financial member present shall be entitled to one vote and in the event of a tied vote the motion shall lapse. All resolutions shall be passed by a simple majority.

16.3 Each member shall be entitled to appoint another member as proxy by notice given to the secretary no later than four days before the time of the meeting in respect of which the proxy is appointed. Both members must sign the proxy letter stating what the vote is for.

16.4 A postal ballot of members can be arranged by Council. (2002)

## 17. Amendments to the constitution:

17.1 At the Annual General Meeting the constitution may be amended, added to or repealed provided that 30 days written notice of the proposed amendments has been given to all members. (2002)

17.1.1 Amendments to the constitution require that it be passed by a majority of the received votes from members of the College, as being entitled under these rules to do so. (2005)

17.1.2 Voting may be in person by post or by proxy at the Annual General Meeting. (2002)

17.1.3 A member may, by instrument in writing sent to the Secretary, appoint another person to attend and vote instead of the member. (2002) 17.2 By-laws may be amended, added to or repealed by council at any time.

## 18. Minutes:

18.1 Minutes of all meetings shall be kept by the secretary, copies of which shall be sent to all state delegates.

19. Communications:

19.1 All communications from the National College shall be directed to the state associations via the state delegates unless the secretary is otherwise directed by Council. (2005)

19.2 Copies of all relevant correspondence shall be forwarded to the state associations for information.

19.3 The President and Secretary shall be empowered to make statements to the media on behalf of the College on national issues. A press release should be formulated when appropriate for distribution after approval by Council. A request for a media statement on an issue which relates to one state only should be referred to the State delegate for action. (2005)

19.4 From time to time Council may have cause to publish information leaflets with position statements on issues related to neonatal nursing. The content should be approved by Council prior to distribution.

19.5 A news sheet should be circulated to each state at the conclusion of each Council meeting for distribution to the state members.

20. Finance and Fees:

20.1 Capitation fees and journal fees charged to the states will be calculated on the highest number of members of the previous financial year and will be due to be paid on the 30th June each financial year commencing 1st July 2001 and further that the states will forward said fees to the ACNN treasurer as soon as received. (2005)

20.2 The College's finances shall be held in a National bank with branches in each state represented. (2005)

20.3 The College's finances shall be held in a national bank with branches in each state represented.

20.4 The statement of receipts and expenditure shall be audited immediately prior to the AGM and a copy shall be forwarded by the Treasurer to the State associations.

20.5 There shall be two signatories for all financial documents, one of whom shall be the treasurer and the other either the president and/or secretary.

21. Dissolution:

21.1 On the failure of the College to retain representation from more than two states, the College shall be dissolved. (2005)

21.2 Dissolution shall be affected by members of whom three percent of the current membership shall be present and voting, at a special meeting called for this purpose.

21.3 Any monies remaining after settling all accounts of the College shall be donated to an agreed non-profit nursing organisation. (2005)