



Australian Nursing and Midwifery Federation National Enrolled Nurse Association of Australia Special Interest Group **Constitution**

1. Name

The name of the Special Interest Group ('SIG') shall be the 'National Enrolled Nurse Association (ANMF-SIG)'.

2. Membership

(a) Membership shall be open to financial members of the Australian Nursing and Midwifery Federation who are:

- (i) Enrolled nurses, however titled, who are registered or enrolled or entitled to be registered or enrolled on the national register ; or
- (ii) Student enrolled nurses, however titled, who are undertaking a course of training or approved program satisfactory completion of which would entitle them to registration or enrolment by a nurse registration authority as an enrolled nurse, however titled, on the national register.

(b) Associate Membership shall be open to those classes of nurse referred to in paragraphs (i), or (ii) of sub-rule (a) above and who are not financial members of the Australian Nursing and Midwifery Federation ('ANMF') provided such Associates may not hold office or vote at any meeting or in any election or otherwise may not nominate persons for office in the SIG. Associates shall otherwise be entitled to such benefits of membership as are determined by the Committee from time to time.

(c) Honorary membership shall be open to members and retired members upon whom such membership is conferred by the Committee of the SIG in recognition of their outstanding contribution to the advancement of the interests of enrolled nurses.

3. Purpose

The purpose of the SIG shall be:

- (a) To provide a forum for the sharing of information and ideas between members to facilitate mutually beneficial outcomes;
- (b) To provide a forum to identify professional needs and facilitate the development and role enhancement of members in order to secure employment opportunities across a broad range of health care settings;
- (c) To facilitate participation in conferences, seminars and decision making forums relevant to the interests of members in the health care industry and be involved in activities to enhance the role of enrolled nurses;
- (d) To raise the public profile of enrolled nurses and increase public and health industry awareness of the value of the enrolled nurse role;
- (e) To facilitate participation in special projects and research, complimentary to raising awareness of issues and emerging trends relevant to enrolled nurses;
- (f) To provide a forum for reference to all nursing, health care organisations and individuals on issues of relevance to enrolled nurses nationally;

- (g) To keep members informed and be honest, fair and correct in its communication of information between relevant organisations and individuals; and
- (h) To promote awareness, interest and membership of the SIG and the ANMF.

In carrying out its purpose the SIG shall work co-operatively with and through the ANMF and its branches and shall seek to enhance unity among, and the profile of, enrolled and student enrolled nurses, in a manner complimentary to the activities of the ANMF.

4. Constitution and By-laws

- (a) The ANMF Federal Council must approve the Constitution and any by-laws of the SIG.
- (b) This Constitution may be added to, amended or repealed by a special resolution of which at least 28 days written notice has been given to members by a two thirds majority of the financial members present and voting at a biennial general meeting of the SIG. Any such addition, amendment or repeal shall be subject to approval and ratification by the Federal Council of the ANMF and shall not take effect until so approved and ratified.
- (c) Any area of disagreement as to the application and/or interpretation of this Constitution shall be referred to the Federal Council of the ANMF for determination.

5. Management

- (a) (i) There shall be a Committee of the SIG which shall have responsibility for matters of general policy and subject to Rule 17 the conduct of the affairs of the SIG between biennial general meetings. The Committee shall consist of the President and Secretary, and may consist of the Assistant Secretary, Public Relations Officer, three ordinary members and the ex officio members of the Committee.
(ii) Where ever possible, there should be a Committee member from each state and territory.
- (b) The Federal President, Federal Secretary and Assistant Federal Secretary of the ANMF shall be ex officio members of the Executive Committee.
- (c) (i) Between biennial general meetings of the SIG the Committee shall have power to nominate to the Federal Council additional members for appointment to the Committee who if so appointed shall hold office until the next biennial general meeting of the SIG.
(ii) The appointment of additional Committee members should not result in the Committee having more than three members from any one state or territory or membership exceeding twelve members excluding the ex officio members.
- (d) The Committee shall have the power to co-opt persons in a non-voting capacity to assist in respect of particular matters and may establish ad hoc working parties to deal with specific matters.
- (e) The Committee shall meet at least four times each year and a quorum shall be a simple majority of members not counting the ex officio members. A Committee meeting may be replaced with a general meeting of the SIG.
- (f) The Committee may nominate to the Federal Council any eligible member of the SIG for appointment to fill a casual vacancy that arises and if so appointed the nominee shall hold office for the balance of the period of office provided that person is eligible for the office.
- (g) When determined by the Secretary, a meeting of the Committee may be conducted by telephone, radio or by any other similar means by which members of the Committee are able to communicate verbally with each other without being physically present.
- (h) A casual vacancy shall be deemed to arise in respect of the position of any member of the Committee other than an ex officio member in circumstances where he or she fails to attend four consecutive Committee meetings without submitting a formal apology to the Secretary prior to the meeting.

6. SIG Meetings

- (a) The biennial general meeting of the SIG shall be held every 2 years. The Secretary shall give at least 28 days notice to members of the time, date and location of the biennial general meeting and of the business of the meeting and of any resolution of which required notice has been given.
- (b) The biennial general meeting may be conducted by telephone, radio or by other similar means by which members of the Committee are able to communicate verbally without being physically present.
- (c) The biennial general meeting shall determine matters of general policy of the SIG and the following business shall be transacted at the biennial general meeting:
 - (i) Confirmation of the minutes of the previous biennial general meeting;
 - (ii) Receipt of the Biennial report on the activities of the SIG in the preceding two financial years as submitted by the President or her/his nominee;
 - (iii) Receipt and consideration of the Secretary's report;
 - (iv) Receipt and consideration of the Financial Report and Financial Statements from the preceding two financial years;
 - (v) Declaration of result of Election of office bearers;
 - (vi) Declaration of result of Election of members of the Committee;
 - (vii) Consideration of any special resolution and any resolutions forwarded to the Secretary in writing at least 35 days prior to the commencement of the biennial general meeting;
 - (viii) General business.
- (c) General meetings of the SIG may be held quarterly or more frequently as may be determined by the Executive Committee. A general meeting may make recommendations to the Committee on matters of general policy not inconsistent with policy determined by the biennial general meeting.
- (d) Informal meetings of the SIG may be held at any time for purposes associated with the furtherance of the objects of the SIG.

7. Rules of Debate

At all meetings of the SIG, the rules of debate shall be in accordance with the standard meeting procedures as provided for in *Renton – Guide for Meetings and Organisations* or as otherwise determined by the SIG.

8. Quorum

The quorum necessary to conduct business shall be:

- (a) General meetings – ten members at least two of whom are members of the Executive Committee.
- (b) Biennial general meeting – 10 per cent of members, at least five of whom shall be members of the Executive Committee.

9. Office Bearers

- (a) There shall be a President of the SIG who shall chair all meetings of the SIG represent the SIG as its principal officer and call meetings of the SIG.
- (b) There may be a Vice President of the SIG who shall perform the duties of the President when the President is unavailable.
- (c) There shall be a Secretary of the SIG who shall be responsible for the recording of the minutes of the meetings of the SIG and for the records of the SIG including the rules and the register of members. The Secretary shall provide adequate notification of meetings to members after consultation with the President and perform such other duties as are required by these rules.

- (d) There may be an Assistant Secretary of the SIG who shall at the request of the Secretary assist the Secretary in the performance of his or her responsibilities.
- (e) There may be a Public Relations Officer who subject to the direction of the Committee shall be responsible for the development and co-ordination of activities and projects directed to raising the public profile of enrolled nurses and increasing public and health industry awareness of the value of the enrolled nurse.
- (f) Offices within the SIG shall be honorary.

10.Voting

- (a) Voting at all meetings shall be by show of hands unless a secret ballot on any question before the meeting is sought by a majority of SIG members at that meeting.
- (b) Voting may be conducted by telephone, radio or by any other electronic means by which members without being physically present may cast a valid vote.
- (c) All questions at meetings of the SIG other than special resolutions shall be determined by a simple majority.
- (d) Each member of the SIG shall have one vote only. In the case of an equality of votes on any question, the chairperson of the meeting shall have the casting vote.
- (e) Honorary members and SIG members eligible pursuant to Rule 2(b) of the rules shall not be entitled to vote at any meeting of the SIG.

11.Elections

- (a) The election of the office bearers of the SIG and the ordinary Committee members shall take place every 2 years. The term of office of each office bearer and member of the Committee shall be until the declaration of the result of the election.
- (b) Election of an Executive Committee should not result in the Executive Committee having more than three members from any one state or territory.
- (c) All SIG elections shall be conducted by a Returning Officer who shall be the Federal Secretary of the ANMF.
- (d) Nominations for all SIG offices and Committee positions shall be opened and called for by the Returning Officer at least one month prior to the expiration of the term and shall close at the commencement of voting. Nominations shall be in writing and be signed and dated by the candidate and by two financial members of the SIG who at the time are eligible for membership pursuant to Rule 2(a) of these rules. Nominations shall be lodged with the Returning Officer.
- (e) A candidate for any office or Committee position of the SIG shall be and have been a financial member of the SIG pursuant to Rule 2(a) of this Constitution for at least 28 days immediately preceding the date of the closing nominations.
- (f) Voting shall commence 21 days prior to the expiration of the term and close two business days prior to the date determined by the returning officer. Voting may be by postal ballot or electronic voting or a combination of each as determined by the Returning Officer.
- (g) The Federal Secretary of the ANMF shall be notified of SIG Committee membership and SIG office holders immediately after the election and of any changes occurring thereafter in that membership.

12. Sub-Committees

The Committee or the SIG may establish sub-committees from time to time for such purposes of the SIG as are determined in the resolution establishing such sub-committees provided that at least three members of any sub-committee shall be members of the Committee.

13. Annual Report

Each year the President or her/his nominee shall present a report on the activities of the SIG during the preceding year and a copy shall be forward to the Federal Secretary of the ANMF. Further, an annual report on the activities of the SIG shall also be published on the NENA website.

14. Financial Year

The financial year of the SIG shall end on the 30th June in each year and the Annual Report shall be submitted to the ANMF Federal Secretary by 30th September each year.

15. Financial Report and Statements

- (a) The SIG Financial Report and Statements for each year shall be published on the SIG website annually.
- (b) The SIG Financial Report and Statements for the two preceding financial years shall be presented to members at the biennial general meeting if so held.

16. Finance

- (a) The SIG shall have a fund which shall at all times remain the property of the ANMF. So much of the fund as constitutes moneys shall be maintained in an interest bearing account in the National Australia Bank in the name of National Enrolled Nurse Association (ANMF - SIG) Account herein after called 'the account'.
- (b) The SIG may request a grant from the ANMF Federal Council or a Branch Council at any time and shall present a case for any such payment to the Federal Council or to a Branch Council. A decision of the Federal Council or Branch Council respectively on such a request shall be final and binding on the SIG.

17. Control of Funds

- (a) All monies received by the SIG shall be deposited into the SIG account.
- (b) The management and control of the SIG funds and its financial affairs shall be the responsibility of the ANMF Federal Secretary and be conducted in accordance with the ANMF's rules. The Federal Secretary will consult with the Committee in respect of the SIG's financial affairs and in conducting those affairs give consideration to such recommendations as to annual and project budgets as the Committee may submit.
- (c) The SIG officers and Committee shall not be authorised to make any commitment having financial consequences for the SIG or ANMF.

18. Subscriptions

- (a) Members shall pay such membership subscriptions or fees as may be determined by the Federal Council on recommendation from the Committee.
- (b) Membership fees shall fall due on the first day of each SIG financial year namely, 1 July.
- (c) Upon the Committee approving an application for membership, the Federal Secretary (or delegate) shall notify the applicant of that approval and request payment of fees within thirty days.

19. Application for Membership

- (a) An applicant for admission (or re-admission) to membership shall apply in and on the form approved by the Committee for the purpose.
- (b) The form approved by the Executive Committee shall require applicants to indicate whether they seek admission under Rule 2(a) or Rule 2(b) of these rules and if under Rule 2(a) the ANMF membership number of the applicant.
- (c) Applicants for membership shall be forwarded to the Secretary who shall place the application before the committee for consideration.
- (d) The Executive Committee shall consider all applications for membership. Upon approving any such application made in reliance upon Rule 2(b) of these rules, the committee it shall direct that this information be recorded on any register of members maintained by the ANMF Federal Office.
- (e) A SIG member who having applied for and been admitted to membership on the basis of Rule 2(a) of these rules subsequently ceases financial membership of the ANMF shall simultaneously also cease membership of the SIG until such time as she or he applies to the Secretary of the SIG for re-admission to the SIG under Rule 2(b).

20. Fees

The SIG may charge fees for participation in workshops, lectures, forums and like events and for the provision of materials.

21. SIG Policy

- (a) The policies of the SIG shall not be inconsistent with the policies of the Federal Council of the ANMF.
- (b) The SIG shall not make any submission or declaration of policy to any other organisation or body without the approval of the ANMF.
- (c) Copies of all minutes of SIG meetings are to be forward to the Federal Secretary of the ANMF.

22. Termination of Membership

- (a) Membership of the SIG shall cease upon a member's resignation, death, expulsion or failure to pay outstanding fees within six months of the due date.
- (b) The Committee shall have the power to expel any member of the SIG for reasonable cause provided that such person shall have a right of appeal to the Federal Council of the ANMF.

23. Dissolution of SIG

- (a) If the SIG is dissolved for any reason, all records, minutes, membership lists, books and funds are to be returned to the ANMF. The SIG may only be dissolved by a special resolution of which 28 days' notice has been given to members carried by a two thirds majority of the financial members present and voting at a quorate general meeting and at which not less than 20% of the financial membership is in attendance or by resolution of the Federal Council.
- (b) In the event of dissolution of the SIG, all funds are to be entrusted to the ANMF to be held in safe keeping for a period of 5 years and made available of the SIG is re-established. If no such SIG is reformed within said period, the monies shall be returned to the ANMF and all records archived.