



**1 Name**

- 1.1 The name of the group is the Auckland School Nurses Group (ASNG).

**2 Purpose:**

- 2.1 Facilitate and support school nurses with peer and group supervision.
- 2.2 Support school nurses to meet their professional development requirements.
- 2.3 Disseminate information on issues of significance to school nurses.
- 2.4 Advance the delivery of nursing services in schools by promoting excellence through supporting evidence based professional practice.
- 2.5 Assist school nurses to meet Nursing Council of New Zealand competency requirements.
- 2.6 Monitor, comment and advise on policy related to young people's/rangatahi's health/wellbeing/hauora.
- 2.7 Support school nurses to incorporate the articles of the Treaty of Waitangi, the principles of partnership, participation and protection, as outlined in He Korowai Oranga, Maori Health Strategy (2002), in their practice.

**3 Executive Committee:**

- 3.1 The ASNG will have an Executive Committee (EC) which consists of:
- a) President;
  - b) Secretary – General;
  - c) Secretary – Correspondence;
  - d) Treasurer;
  - e) at least one Committee Member per cluster
    - i. All of the roles can be shared between two members
- 3.2 Nomination of Executive Committee members
- a) Nomination forms to be posted on the website and by email at least 28 days prior to the Annual General Meeting (AGM).
  - b) Each candidate shall be proposed and seconded in writing by members and the completed nomination delivered to the Secretary – General.
  - c) Nominations shall close at 1700hrs 14 days prior to the AGM.
  - d) If the position of any Executive Committee member becomes vacant between AGMs the individual cluster may choose to replace their own representative.
  - e) If an Executive Committee Member is absent from 3 consecutive meetings without leave of absence the President/s may declare that member's position to be vacant.
- 3.3 Appointment of Executive Committee members
- a) At an AGM the members may decide a majority vote:
    - i. who shall have the role of President/s, Secretary/s and Treasurer

- ii. whether any committee member may have more than one title

### 3.4 Term of Office Holders

Office holders may hold a term of up to 3 years with the option of rolling over for a further 3 years (maximum of 6 years).

### 3.5 Cessation of Committee Membership

- a) Membership ceases when committee member resigns by giving written notice to the committee or are removed by a majority vote of the ASNG at the Annual General Meeting (AGM).
- b) If a person ceases to be an Executive Committee member, that person must within one month return to the Executive Committee all ASNG property.

### 3.6 Role of Committee

- a) Subject to the Rules of the ASNG the role of the Executive Committee is to:
  - i. Administer, manage and support the members of the ASNG
  - ii. Carry out the purposes of the ASNG and use money or other assets to do that
  - iii. Manage the ASNG financial accounts
  - iv. Ensure that all members follow the Rules
  - v. Accepts applications for membership
  - vi. Remove non-members
  - vii. Decides the times and dates for meetings and set the agenda for meetings
  - viii. Decide the procedure for dealing with complaints
  - ix. Set membership fees including, study day fees and study grants
- b) Role of Committee Members
  - i. The President/s
    - o Ensure that the Rules are followed
    - o Convene meetings
    - o Chair meetings, decide who may speak and when
    - o Oversee the operation of the ASNG
    - o Prepare and deliver a report on the operation of the ASNG at each AGM
  - ii. The Secretary – General
    - o Call for agenda items at least 10 working days prior to the Executive Committee meeting
    - o Send agenda to EC members at least 5 working days prior to Executive Committee meeting
    - o Accurately record the minutes of each meeting and distribute to the Executive Committee within 10 working days
    - o Keep the Register of Members current
    - o Hold the ASNG records and documents
    - o Make minutes of Executive Committee meetings available to members on request
    - o Collaborate with Treasurer regarding study day registrations
    - o Prepare required documentation for study days including name labels and certificates
  - iii. The Secretary – Correspondence
    - o Receive and reply to correspondence as required by the Committee;

- iv. The Treasurer
  - o Collect and receive all payments made to the ASNG. These payments must be banked within seven days after the Treasurer receives them;
  - o Keep a true and accurate record in the ASNG account ledger, so that the ASNG financial situation can be clearly understood at any point in time;
  - o Submit a brief report at each EC meeting;
  - o Give a financial report and statement of accounts (including an Income and Expenditure Account and Balance Sheet) at each Annual General Meeting, and more often if either the Executive Committee or a majority of the ASNG decides this in a Meeting.
  - o Forward the annual financial statements for the ASNG to a nominated Accountant who is a member of the New Zealand Institute of Chartered Accountants to be audited at least 28 days prior to each AGM.
- v. Cluster Representative
  - o Encourage school nurses in area to become members of the ASNG
  - o Attend cluster meetings in their area
  - o Disseminate information from the ASNG to cluster members
  - o Follow up registrations/membership for the ASNG study days
  - o Assist as required at study days as directed by the Executive Committee.

#### **4 Membership:**

##### 4.1 Eligibility of Membership

- a) A person must be registered with the Nursing Council of New Zealand within the scope of practice of a Registered or Enrolled Nurse. A nurse must have a current New Zealand Practising Certificate.
- b) Be currently employed as a school nurse or in a role supporting school nurses.

##### 4.2 Application for membership

To become a member the nurse must:

- a) Complete an Application Form and supply any other information the ASNG Executive Committee requires
- b) Pay the annual subscription fee.

##### 4.3 Register of members

The secretary shall keep a Register of members' names, addresses and contact details, including details of employment, and the date on which they became members. If these details alter the member must provide updated information to the ASNG Secretary – General.

##### 4.4 Cessation of Membership

Any member may resign at any time by giving written notice to the ASNG secretary.

##### 4.5 Termination of Membership

An ASNG member may have his or her membership terminated in the following way:

- a) If, for any reason whatsoever, the Executive Committee is of the view that an ASNG Member is breaching the Rules or acting in a manner inconsistent with the purposes of the ASNG, the Executive Committee may give written notice of this to the ASNG Member ("the Executive Committee's Notice"). The Executive Committee's Notice must:
  - i. Explain how the ASNG Member is breaching the Rules or acting in a manner inconsistent with the purposes of the ASNG;

- ii. State what the ASNG Member must do in order to remedy the situation; or state that the ASNG Member must write to the Executive Committee giving reasons why the Executive Committee should not terminate the ASNG Member's Membership.
  - iii. State that if, within 14 days of the Member receiving the Executive Committee's Notice, the Executive Committee is not satisfied, the Executive Committee may at its absolute discretion immediately terminate the ASNG Member's Membership.
  - iv. State that if the Executive Committee terminates the ASNG Member's Membership, the ASNG Member may appeal to the ASNG.
- b) 14 days after the ASNG Member received the Executive Committee's Notice, the Executive Committee may in its absolute discretion by majority vote terminate the ASNG Member's Membership by giving the ASNG Member written notice ("Termination Notice"), which takes immediate effect. The Termination Notice must state that the ASNG Member may appeal to the ASNG at the next Meeting by giving written notice to the Secretary ("Member's Notice") within 14 days of the ASNG Member's receipt of the Termination Notice.
- i. If the ASNG Member gives the ASNG Member's Notice to the Secretary, the ASNG Member will have the right to be fairly heard at the next Executive Committee Meeting. If the ASNG Member chooses, the ASNG Member may provide the Secretary with a written explanation of the events as the ASNG Member sees them ("the ASNG Member's Explanation"), and the ASNG Member may require the Secretary to give the ASNG Member's Explanation to every other Executive Committee Member within 7 days of the Secretary receiving the ASNG Member's Explanation. If the ASNG Member is not satisfied that the other Executive Committee Members have had sufficient time to consider the ASNG Member's Explanation, the ASNG Member may defer his or her right to be heard until the following Executive Committee Meeting.
  - ii. When the ASNG Member is heard at an AGM, the ASNG membership may question the ASNG Member and the Executive Committee Members.
  - iii. The ASNG membership shall then by majority vote decide whether to let the termination stand, or whether to reinstate the ASNG Member. The ASNG's membership decision will be final.

#### 4.6 Obligations of ASNG Members

All ASNG members shall promote the aims and purposes of the ASNG and shall do nothing to bring the ASNG into disrepute.

Only the president/s or delegated member by the Executive Committee may speak to the media on behalf of the ASNG.

Ensure that full payment of membership and registration is made prior to attending any study day or paid event. Admission can be refused if payment has not been received.

## 5 Use of Money and Other Assets:

### 5.1 The ASNG may only use money and other assets if:

- a) It is for a purpose of the ASNG;
- b) It is not for the sole personal or individual benefit of any Member;
- c) That use has been approved by either the Committee or by majority vote of the Executive Committee;
- d) Signatories to a cheque cannot approve the purchase for which a cheque is issued;

### 5.2 Joining Fees, Subscriptions

The ASNG Executive Committee shall decide by majority vote at an Executive Committee Meeting:

- a) What a Member must pay to join the ASNG ("Joining Fee"); and

- b) What a Member must pay in order to stay a Member (“Subscription”) and how often this must be paid.
- c) If any Member does not pay a Subscription by the date set by the Executive Committee, that Member shall have a further period of 30 days to pay the Subscription. After the thirty day period, the Member shall (without being released from the obligation of payment) have no Membership rights and shall not be entitled to participate in any ASNG activity until all the arrears are paid, and the Member’s Membership shall be suspended until all arrears are paid in full.

### 5.3 Study Grant

- a) Income from capital can be expended by the ASNG for its financial members for educational purposes in relevant youth focused study or conference attendance.
- b) All applications must be received and approved by the Executive Committee.
- c) A maximum of \$200.00 (Two hundred dollars) will be approved per single application. ASNG members can only apply for a maximum of \$200.00 per two year period (24 months) and must have been a consistent member for a minimum of 24 months to have the application considered by the Executive Committee.
- d) The Executive Committee will only consider Study Grant Applications of ASNG members who actively contribute to cluster meetings and attend at least 80% of meetings.
- e) All members who receive the study grant are required to provide written and/or verbal feedback at their cluster that immediately follows the conference or study day.

### 5.4 Discretionary Fund

In addition to the study grant, members may apply for an additional grant up to the value of \$300. This is a discretionary fund which members can apply to if their study/course/conference costs are over \$200 or they have already used their \$200 study grant. Each application will be assessed on a case by case basis by the EC and will be dependent on the relevance of the course to the nurse's role, whether they can access the course at a later date (if they have already used their study grant) and on the financial reserves of the ASNG. The EC will only consider discretionary fund applications of ASNG members who have been members for more than three years, actively contribute to cluster meetings and attend at least 80% of the year's meetings. Members can only apply for funding from the discretionary fund every 3 years (if their previous application was granted). In each case the applying member needs to submit an application for the discretionary fund to the EC. After the completion of the course they will need to send the EC written feedback and also provide verbal feedback to their clusters within a month of completion.

### 5.5 Financial Year

The financial year of the ASNG begins on 1 April of every year and ends on 31 March of the next year.

### 5.6 Cheques

- a) Any Payment made by the ASNG above a value of twenty dollars must be by Cheque or electronic deposit.
- b) All Cheques must be signed by the Treasurer.

### 5.7 Appointing an Auditor

At an Annual General Meeting, the ASNG may by majority vote appoint someone to audit the ASNG (“the Auditor”). The Auditor shall audit the ASNG’s accounts, and shall certify that they are correct. The Auditor must be a member of the New Zealand Institute of Chartered Accountants, and must not be a Member of the ASNG. If the ASNG appoints an Auditor who is unable to act for some reason, the Executive Committee shall appoint another Auditor as a replacement.

## **6 Conduct of Meetings:**

### **6.1 ASNG AGM**

- a) The Annual General Meeting shall be held once every year between 1 May and 30 June. The Executive Committee shall determine when and where the ASNG shall meet within those dates.
- b) The Secretary shall give all Members at least 10 working days written notice of:
  - i. The agenda to be conducted at any AGM;
  - ii. A copy of the AGM minutes, and Treasurers Report for the previous year.
  - iii. A list of Nominees for the Committee, and information about those Nominees if it has been provided.

### **6.2 Notice of any motions and the Executive Committee recommendations about those motions.**

- a) If the Secretary has sent notice to all Members in good faith, the AGM and its business will not be invalidated simply because one or more Members do not receive the notice.
- b) All financial Members may attend and vote at ASNG AGM.
- c) No ASNG AGM may be held unless at least a quorum (more than 50% of current membership) attends.
- d) All ASNG Annual General Meetings shall be chaired by the President. If the President is absent, the Secretary shall chair the ASNG AGM. If the Secretary is also absent, the ASNG shall elect another Executive Committee Member to chair that meeting. Any person chairing an ASNG AGM has a casting vote.
- e) On any given motion at an ASNG AGM, the President shall in good faith determine whether to vote by:
  - i. Voices;
  - ii. Show of hands; or
  - iii. Secret ballot.

However, if any Member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot. If a secret ballot is held, the President will have a casting vote.

### **6.3 The business of an Annual General Meeting shall be:**

- a) Any minutes of the previous Meeting(s);
- b) The President's report on the business of the ASNG;
- c) The Treasurer's report on the finances of the ASNG;
- d) Election of Committee Members;
- e) Motions to be considered;
- f) General business;
- g) Proxy to be considered and
- h) Approval of proposed actions/activity for the balance of the current and next calendar years.

### **6.4 Motions at ASNG Meetings**

Any current Member may request that a motion be voted on at a particular ASNG AGM, by giving written notice to the Secretary at least 14 working days before that meeting. That Member may also provide information in support of the motion. The Executive Committee may in its absolute discretion decide whether or not the ASNG Members will vote on the motion. However, if the Member's Motion is signed by at least a quarter of all current Members:

- a) It must be voted on at the ASNG AGM chosen by the Member; and
- b) The Secretary must forward all relevant information provided in support of the motion to all current Members at least 10 days before the ASNG AGM chosen by the Member; or

If the Secretary fails to do this, the Member has the right to raise the motion at the following ASNG AGM.

The Executive Committee may also decide to put forward motions for the ASNG to vote on.

#### 6.5 Executive Committee Meetings

- a) Executive Committee Meetings are for Executive Committee members only unless invited for a specific purpose by the President/s.
- b) No Executive Committee Meeting may be held unless more than half of the Executive Committee Members attend.
- c) The President shall chair Executive Committee Meetings, or if the President is absent, the Secretary shall chair the Executive Committee Meeting. If the Secretary is also absent, the Executive Committee shall elect an Executive Committee Member to chair that meeting.
- d) Decisions of the Executive Committee shall be by majority vote.
- e) The President or person acting as Chairperson has a casting vote.
- f) Only Executive Committee Members present at an Executive Committee Meeting may vote at that Executive Committee Meeting.
- g) Subject to these Rules, the Executive Committee may regulate its own practices.
- h) Apologies of any Executive Committee member attending an Executive Committee meeting should be forwarded to the secretary at least 24 hrs prior to meeting to allow for rescheduling of the meeting if quorum is not achievable.
- i) There is an expectation that Executive Committee members attend and participate in at least 80% of the Executive Committee meetings.

#### 6.6 Cluster (monthly)

- a) There is an expectation that cluster members attend and participate in at least 80% of the cluster meetings
- b) Apologies of any cluster member attending a cluster meeting should be forwarded to the facilitator at least 24 hrs prior to meeting to allow for rescheduling of the meeting if quorum is not achievable.

### 7 **Altering the Rules:**

- a) The ASNG may alter or replace these Rules at ASNG AGM by a resolution passed by a two-thirds majority of those Members present and voting.
- b) Any proposed motion to amend or replace these Rules shall be signed by at least 50% of members and given in writing to the Secretary at least 14 working days before the ASNG AGM at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.
- c) At least 14 working days before the AGM at which any Rule change is to be considered the Secretary shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Committee has.

## **8 Winding Up:**

If the ASNG is wound up

- a) The ASNG debts, costs and liabilities shall be paid
- b) Surplus money and any remaining assets shall be distributed to similarly focused organisation/s to ASNG.
- c) These organisation/s will be decided by the retiring Executive Committee.

## **References:**

King, A. & Turia, T. (2002). He Korowai Oranga, Māori Health Strategy. Retrieved from <http://www.moh.govt.nz/mhs.html>