

NASSF (WA) CONSTITUTION

1. NAME

The name of the organisation shall be “Nurses Association of Short Stay Facilities”

2. AIMS AND OBJECTIVES

- i. To promote the free exchange and dissemination of knowledge and expertise in all areas of Short Stay surgery/procedures.
- ii. To encourage recognition of the specialty of Short Stay surgery/procedures.
- iii. To co-operate with both Nursing and Medical professions in the pursuit of quality improvement.
- iv. To resource and promote best practice and evidence based practice within the scope of Short Stay specialty.
- v. To maintain links with similar organisations in Australia through membership with the National Body – Australian Day Surgery Nurses Association (ADSNA)
- vi. To foster good fellowship between members.

3. MEMBERSHIP AND FEES

- i. Membership shall be open to all registered nurses and enrolled nurses interested in Short Stay Facilities.
- ii. Application for membership shall be made in writing to the Association on the application form provided by the Management Committee.
- iii. The acceptance of application for membership shall commence on payment of the prescribed fee.
- iv. Membership fees shall be endorsed by the Management Committee at the Annual General Meeting and shall be enforced for the ensuing membership year.
- v. Membership year is 1st July to 30th June.
- vi. A member who has not paid the annual subscription will be deemed un-financial and shall not be entitled to:

- a. Vote at any meeting
 - b. Hold any office in the Nurses association of Short Stay Facilities
 - c. Receive any minutes of meetings and/or journals
- vii. Any member may resign from the association and such resignation must be given, in writing, to the Secretary of the Association with the understanding that no fees, in whole or part, are redeemable.
- viii. Renewal or new membership shall be lodged with the Treasurer for financial dealings and then forwarded to Secretary for updating membership database.

4. MEMBERS CONDUCT

- i. Members will conduct themselves, at all times, with decorum, with respect for individuals, and observe all rules of the governing body of the premises at which they are attending.
- ii. Membership may be terminated or suspended by the management Committee of the association for any breach of rule of the association.
- iii. Before any member is expelled, his/her conduct shall be enquired into by the management Committee, and the member given the opportunity to explain his/her conduct to the Committee.
- iv. The Management Committee conducting the enquiry will comprise of four (4) members of the Management Committee, the President and three (3) nominated representatives.
- v. An appeal against termination or suspension may be made to the Management Committee, in writing, within fourteen (14) days of such a decision being made.

5. ELECTION OF OFFICE BEARERS

a. Office bearers for NASSF (WA)

- i. The election of the office bearers and committee members for the ensuing twelve (12) months shall be by the financial members at the annual General Meeting.
- ii. Each office bearer and/or committee member is eligible for re-election. Office bearers can only serve for a maximum period of two (2) years in any one position. In the event that the position

cannot be filled the office bearer may continue in that role until the next Annual general meeting, if so desired.

- iii. Nomination of each candidate for election as office bearer or committee member shall be proposed and seconded respectively by two (2) financial members at the annual General meeting.
- iv. Contested offices shall be subject to a ballot by members voting at such a meeting.
- v. The newly elected officers and committee shall assume control following a handover from the outgoing office bearer(s) following their election at the annual general meeting.
- vi. All members of the Association will be notified of the elected office bearers and committee members following the Annual General Meeting.

b. Office bearers for ADSNA

- i. Two (2) WA representatives to the national body of ADSNA will be elected for a two (2) year term and serve on the Management Committee.
- ii. Each ADSNA representative is eligible for re-election at the AGM. In the event that the position can not be filled the Office bearer may continue in that role until the next AGM, if so desired.
- iii. Travel for the 2nd ADSNA representative will be covered by NASSF with the following guidelines:
 - Airfares to be economy at cheapest price available at time of booking.
 - Petrol allowance if representative drives to meeting.
 - Accommodation costs as organised by host state
 - Second night accommodation is covered if flights are not available on the same day.
 - Total of \$50 is available for incidentals without receipt to Cover costs such as airport car parking
 - Taxi/transport costs to and from meeting room and accommodation may be reimbursed upon submission of an expense claim with receipts.

6. MEETINGS

a. Annual General Meeting (AGM)

- i. The Annual general Meeting will be held within three (#) months of the end of the financial year. All financial members will be given at least twenty-eight (28) days notice of such meeting, in writing.
- ii. The quorum for the Annual General Meeting shall be five (5) financial members of the association.
- iii. The minutes, annual report and financial statements shall be tabled at the meeting and sent to all members following the Annual General Meeting.
- iv. The annual general meeting shall be empowered to alter, amend, delete or add to the constitution or rules of the Association, provided such alteration, amendment or addition has been given in writing to the secretary twenty-eight (28) days prior to the AGM. The alteration, amendment, deletion or addition, to be effective, must be approved by 75% of the members present at the meeting (see clause 9.i)

b. Management Meetings

- i. Management meetings are to be held monthly on pre-arranged dates.
- ii. The minutes from the previous meeting will be available at each meeting and matters arising from these minutes will be dealt with.
- iii. The meeting will then be open for general business.
- iv. A motion put forward at a meeting shall be deemed carried if there is unanimous consent. In event of failure of agreement, the president will have the casting vote.

c. Special General Meetings

A special General meeting may be called at the request of the President or secretary or any two (2) members of the Committee, or at the written request of four (4) financial members of the association. Such meeting will be held within thirty (30) days of the request and all members shall be notified in writing not less than fourteen (14) days prior to such meeting.

7. COMMITTEE

a. The Management Committee

- i. The business and affairs of the association shall be under the control of the management Committee.
- ii. The management Committee may exercise all the powers of the association which it considers necessary to carry out the objectives of the association.
- iii. The Management Committee shall comprise of at least:

President

Secretary

Treasurer

Four Committee members

From this committee two (2) are designated ADSNA representatives

- iv. Should any vacancy occur in the Management Committee or office bearers of the association other than in the normal course of elections, the committee shall fill such vacancy from the financial members of the association, and such member duly appointed shall hold office until the next AGM.
- v. Should a Management Committee member be unable to attend a management meeting, apologies must be given to the president prior to the meeting.

- vi. The Management Committee shall meet monthly, or more often if necessary, to conduct business of the association. The President or the secretary or two (2) of the Committee shall have the power to call a meeting of the committee.
- vii. The President will chair all meetings. In his/her absence another Management Committee member nominated by the president shall chair the meeting.
- viii. The quorum for committee meetings shall be four (4) members present in person.

b. Sub Committees

- i. The management committee shall have the power to delegate any of it's powers to a sub committee to deal with any matter or matters the committee sees fit.
- ii. The President, Secretary and Treasurer shall be ex-official members of all such sub-committees.
- iii. All sub committees may elect their own chairperson.

8. OFFICE DUTIES

a. President

Essential

- i. Will be directly responsible to the members of the Association.
- ii. Will be a financial member of the association
- iii. Will be a member of the Executive committee of the association.

Meetings

- i. The President will chair all committee and general meetings of the Association ,and if unable to do so will delegate accordingly to another Member of the executive.
- ii. Will present to the Annual general Meeting a report on activities and business that have significantly affected the affairs of the association.
- iii. Will conduct all meetings in accordance with commonly accepted meeting procedures and in accordance with the Nurses Association of Short Stay Facilities constitution.
- iv. Will communicate/liaise with the Association Secretary regarding any correspondence in/out as required.

Miscellaneous

- i. Will delegate any committee activities.
- ii. Perform all other duties that pertain to the office of President or directed by the committee
- iii. Shall represent the association on official business as required. Prepare and present a President's report on the activities of the committee/association at the AGM and for the quarterly issue of the national day Surgery journal.
- iv. Be a signatory to the association's accounts as required.
- v. Provide leadership and encourage collaboration

b. Secretary Essential

- i. Will be directly responsible to the members of the Association.
- ii. Will be a financial member of the association
- iii. Will be a member of the Executive committee of the association.

Meetings

- i. Will report to committee data base information

Correspondence

- i. Shall receive and present to the committee all correspondence received on behalf of the association.
- ii. Receive and answer all correspondence as directed by the members/ executive at general meetings, relating to the Association.
- iii. All incoming correspondence must be directed to the secretary for action. Any receipt of correspondence must be handed to the secretary at the first opportunity.
- iv. During extended leave the secretary shall hand all duties to another Management Committee member.
- v. Receive and process membership applications after treasurer has receipted financials.

Data base

- i. The secretary will maintain and update the membership data base.
- ii. Shall forward membership information to the National body ADSNA as required.

Miscellaneous

- i. Keep a current copy of the constitution and supply copies to members on joining the Association and when requested.
- ii. Shall keep, order and maintain adequate stationery supplies.
- iii. Following AGM ,shall provide copies of minutes, annual report and financials to all members.

c. Minute secretary

Essential

- i. Will be directly responsible to the members of the Association.
- ii. Will be a financial member of the association
- iii. Will be a member of the Executive committee of the association.

Meetings

- i. Formulate the agenda of all meetings
- ii. Shall issue all notices of meetings and such other notices as required by the committee
- iii. Shall keep an accurate record of proceedings of all General and Management Committee meetings.

Correspondence

- i. Generate and circulate minutes of previous meeting, two (2) weeks prior To next meeting to all Officer Bearers.
- ii. Assist secretary, when required, with receiving and answering correspondence

Miscellaneous

- i. Be a signatory for the associations accounts as required.

d. Treasurer

Essential

- i. Will be directly responsible to the members of the Association.
- ii. Will be a financial member of the association
- iii. Will be a member of the Executive committee of the association.

Meetings

- i. Will present to the committee meetings each month
 - a. A reconciliation statement
 - b. Accounts to be paid
 - c. Monies received
 - d. Any other financial correspondence
- ii. Will prepare an annual balance sheet and statement of audit of Accounts for presentation to Annual General Meeting
- iii. Receive and receipt monies from non-members at Education Meetings

Miscellaneous

- i. The current bank account is a S1 account with Police & Nurses Credit Society
- ii. Internet access is available for obtaining statements. Transfer of Funds is available with this facility
- iii. All cheques drawn are to be signed by one of three (3) office Bearers
- iv. Will maintain a proper system of accounting of all monetary Transactions of the Association and make same available for Inspection by members
- v. The current accounting system is Excel
- vi. Will bank monies as soon as received
- vii. Will only pay monies with approval of the Committee
- viii. Be a signatory for the association's accounts.
- ix. Receive and receipt monies from new member applications and member renewals.

e. Marketing representative

Essential

- i. Will be directly responsible to the members of the Association.
- ii. Will be a financial member of the association
- iii. Will be a member of the Executive committee of the association.

Meetings

- i. Will report any marketing strategies and achievements to committee

Miscellaneous

- i. Responsible to liaise with product representatives for conference sponsorship.
- ii. Responsible to receive and distribute conference supplies
- iii. Responsible to promote annual conference
- iv. Responsible to design and distribute advertising flyers for annual conference and membership drive.

f. Journal Liaison

Essential

- i. Will be directly responsible to the members of the Association.
- ii. Will be a financial member of the association
- iii. Will be a member of the Executive committee of the association.

Meetings

- i. Will report actions and activities for journal articles to committee.

Miscellaneous

- i. Responsible for liaising with ADSNA journal coordinator
- ii. Acts as liaison for journal article authors from Western Australia

Education Coordinator

Essential

- i. Will be directly responsible to the members of the Association.
- ii. Will be a financial member of the association
- iii. Will be a member of the Executive committee of the association.

Meetings

- i. Will report actions and activities for education sessions to committee.

Miscellaneous

- i. Responsible for planning education sessions and inviting guests
- ii. Responsible to ensure that all attendees at education sessions are registered as attending education sessions

9. AMENDMENTS TO THE CONSTITUTION

- i. Amendments to the constitution can only take place at an Annual General Meeting or at a Special General meeting, see Clause 6.a.iv and 6c

10. FINANCE

- i. The financial year shall be 1st July to 30th June
- ii. All withdrawal forms to be signed by one (1) of the three (3) nominated office bearers
- iii. All expenditure must be approved by the Management Committee
- iv. The property, assets, and income of the association, wherever derived, shall be applied towards the promotion of the objectives of the Association, and no portion thereof shall be paid or transferred, either directly or indirectly, by way of dividend, bonus or profit to members generally of the association. Provided that nothing herein contained shall prevent the payment in good faith, or remuneration to any officers or members of the association in return for services actually rendered, or prevent the payment of interest on money borrowed from any member of the Association.

11. DISSOLUTION OF THE ASSOCIATION

- i. A resolution for dissolution shall be passed by two-thirds (2/3) of the Members voting at a General Meeting
- ii. The Management Committee at that time or at a future specified date, Shall discharge all liabilities, realise all property of the Association, by Auction, and forward all monies to a nominated community Association or charitable institution, after which the association will be dissolved.

12. NON DISTRIBUTION CLAUSE

No money shall be paid to individual clubs of the association or members of such clubs unless by way of reimbursement of monies spend on behalf of the

Association.

Issued: 1996
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Revised: 9/2000
Revised: 8/2003
Revised: 8/2004
Revised: 4 /2008