

## NURSES ASSOCIATION SHORT STAY FACILITIES (WA) CONSTITUTION

ABN 38 707 341 406

### **1. NAME**

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

### **2. AIMS AND OBJECTIVES**

- i. To promote the exchange and dissemination of knowledge and expertise in all areas of short stay surgery and procedures
- ii. To encourage recognition of the specialty of short stay surgery and procedures
- iii. To co-operate with both Nursing and Medical professionals 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, and representation on the committee, of the national body - Australian Day Nurses Association (ADSNA)
- vi. To foster good fellowship between members.

### **3. MEMBERSHIP AND FEES**

- i. Membership shall be open to all Registered and Enrolled Nurses
- ii. Application for membership shall be made in writing to the association on the application form provided by the management committee.
- iii. The acceptance 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 applied for the ensuing membership year.
- v. Membership year is 1<sup>st</sup> July – 30<sup>th</sup> 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 or ADSNA publications
- vii. Any member may resign from the association, either in writing to the Secretary of the Association, or by non-payment of annual fees. The understanding is that no fees, in whole or part, are redeemable.
- viii. Renewal or new membership shall be lodged with the treasurer for financial dealings and forwarded to the Secretary for updating membership database.
- ix. A register of members will be maintained and kept with the Secretary on a data base.
- x. The register containing, names, postal address, email address and contact phone number will be used for the specific purpose of notification of membership due, newsletters, minutes, education sessions, AGM notification and posting of the journal.
- xi. An honorary life membership is obtained by a member, being nominated by the Management Committee, who has made an outstanding contribution to the association and is dedicated to the promotion of Day Surgery nursing.

- xii. Specific guidelines for life membership will be set up by the committee and reviewed from time to time.
- xiii. Honorary life members are entitled to receive journals, attend meetings, vote at meetings and attend conferences at member's price.

#### **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 rules of the association.
- iii. Before any membership is terminated, his/her conduct shall be enquired into by the Management Committee and the member given the opportunities to explain his/her conduct to the committee. The matter can be explained in writing or at a formal meeting. The member will be given the option of having an independent support person attend the meeting. Minutes will be taken of the meeting and made available to the member.
- 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 days of such a decision being made. The appeal will be reviewed within fourteen days of receipt by the President and the committee members involved with the decision. The member will be notified, in writing, of the outcome of the appeal within twenty eight (28) days of the receipt of the appeal.

#### **5. ELECTION OF OFFICE BEARERS**

##### **a. Office bearers for NASSF (WA)**

- i. The election of office bearers and committee members for the ensuing twelve (12) months shall be made 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 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 meeting.
- v. The newly elected officers and committee shall assume control following a handover from 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 on 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 cannot be filled, the office bearer may continue in the role until the next AGM, if so desired.
- iii. Reasonably incurred travel expenses for the 2<sup>nd</sup> ADSNA representative will be covered by NASSF with the following guidelines:
  - Airfares to be economy at the cheapest price available at time of booking.
  - Petrol allowance if representatives drive to the meeting
  - Taxi/transport costs to and from meeting room and accommodation may be reimbursed upon submission of an expense claim with receipts.
  - Total of \$50 is available for incidentals without receipt to cover costs such as airport parking.
  - All of the above is to be declared and claimed following the meeting using an expense claim form which is to be submitted along with all receipts, to the President of NASSF for approval who will then forward to the treasurer for reimbursement. Without this, reimbursement will not occur.

## **6. MEETINGS**

### **a. Annual General Meeting**

- i. The Annual General Meeting will be held within six (6) months of the end of the financial year.
- ii. All financial members will be given at least twenty-eight (28) days' notice of such meetings, in writing.
- iii. The quorum for the Annual General Meeting shall be five (5) financial members of the association.
- iv. The minutes, annual report and financial statements shall be tabled at the meeting and sent to all members following the Annual General Meeting.
- v. 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 to the Secretary, in writing, twenty eight (28) days prior to the AGM. The alteration, amendment, deletion or addition, to be effective, must be approved by seventy-five percent (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 meetings will be dealt with.
- iii. The meeting will then be open for general business including financial report from the Treasurer.
- iv. A motion put forward at a meeting shall be deemed carried if there is unanimous consent. In the 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 meetings 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 meetings.

**7. COMMITTEE**

**a. The management committee**

- i. The business and affairs of the association will 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 will comprise of at least: President, Secretary, Treasurer and four (4) committee members. From this committee there are two (2) 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 following application and approval from a financial member of the association, and such member will be duly appointed and 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 or Secretary, prior to the meeting.
- vi. The Management Committee shall meet monthly, or more often if necessary, to conduct business of the Association. The President, Secretary or two (2) members of the committee shall have the power to call a meeting of the committee.
- vii. The President will chair the meetings. In his/her absence another committee member, nominated by the President, shall chair the meeting.
- viii. The quorum for committee meetings shall be four (4) committee members present in person.

**b. Sub-committees**

- i. The Management Committee shall have the power to delegate any of its 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.
- iv. The chairperson of the sub-committee is responsible to report back, in writing, to the President and the President is then responsible to report to the Management Committee.

**8. OFFICE DUTIES**

**a. President**

- 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 Management Committee of the Association
- iv. The President will chair all committee and general meetings of the Association. If unable to do so, will delegate accordingly to another member of the Management Committee

- v. Will present to the Annual general Meeting, a report on activities and business that have significantly affected the Association during the previous financial year.
- vi. Will conduct all meetings in accordance with commonly accepted meeting procedures and with the Nurses Association of Short Stay Facilities constitution.
- vii. Will communicate/liaise with the Association Secretary regarding any correspondence in/out as required.
- viii. Will delegate any committee activities
- ix. 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 Australian Day Surgery Nurses Association quarterly.
- x. Be a signatory to the Association accounts as required
- xi. Provide leadership and encourage collaboration

**b. Secretary**

- 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 Management Committee of the Association.
- iv. Will report to the committee data base information
- v. Keep a current copy of the constitution and supply a copy to new members on joining the Association and to members when requested.
- vi. Shall keep, order and maintain adequate stationery supplies.
- vii. Following AGM, shall provide copies of minutes, annual reports and financials to all members.
- viii. During extended leave the secretary shall hand all duties to another Management Committee member.
- ix. Will formulate and distribute previous minutes from meetings and agenda for next meeting seven (7) days prior to the meeting.
- x. Shall keep an accurate record of proceedings of all general and management meetings
- xi. Shall be a signatory for the Associations accounts if required

Correspondence and data base

- 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/Management Committee at general meetings, related 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. Receive and process membership applications after Treasurer has received financials
- v. The secretary will maintain and update the membership data base
- vi. Shall forward membership information to Australian Day Surgery Nurses Association as required

vii. Monitor emails and direct appropriately.

**c. Treasurer**

- 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 Management Committee of the Association
- iv. Will present to the Management Committee, at the monthly meeting, a reconciliation statement, accounts to be paid, monies received and any financial correspondence.
- v. Will prepare an annual balance sheet for presentation at the Annual General Meeting.
- vi. Receive and receipt monies from non-members at education meetings.
- vii. Will maintain a proper system of accounting of all monetary transactions of the Association in an excel document, held in a S1 account with Police and Nurses Credit Society. Internet access is available for obtaining statements. Transfer of funds is available within this facility.
- viii. Ensures all cheques that are drawn are signed by one of three office bearers.
- ix. Will make transactions from the account available to members for inspection on request.
- x. Will bank monies as soon as received
- xi. Will only pay monies with approval of Management committee and receipt of relevant documentation.
- xii. Receive and receipt monies from new member applications and member renewals.
- xiii. Report annually (January) to Australian Charities and not for Profit Commission financial and membership status.

**d. Marketing Representative**

- 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 Management Committee of the Association
- iv. Will report any marketing strategies and achievements to the Management Committee
- v. Be responsible to receive and distribute conference supplies
- vi. Be responsible to promote annual conference
- vii. Be responsible to design and distribute advertising flyers for annual conference and membership drive

**e. Trade Liaison**

- 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 Management Committee of the Association
- iv. Be responsible to liaise with product representatives for conference sponsorship

**f. Education Co-ordinator**

- v. Will be directly responsible to the members of the Association
- vi. Will be a financial member of the Association
- vii. Will be a member of the Management Committee of the Association
- viii. Will report actions and activities for education sessions to committee

- ix. Responsible for forwarding flyer for education sessions to Secretary for distribution.
- x. Collaborates with other committee members to plan education session and invite speakers.
- xi. Responsible to ensure all attendees at education session are registered as attending and receive a certificate of attendance.

#### **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.v. and 6c.

#### **10. FINANCIALS**

- i. The financial year shall be 1<sup>st</sup> July to the 30<sup>th</sup> June.
- ii. All withdrawal forms are to be signed by one (1) of the three (3) nominated office bearers
- iii. All expenditure must be approved by 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 to, either directly or indirectly, by way of a dividend, bonus or profit to members 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. In the event of the organisation being dissolved, the amount that remains after such dissolution and satisfaction of all debts and liabilities, shall be transferred to a registered charitable institution with similar purposes which is not carried for the purpose of profit or gain of its individuals.
- ii. A resolution for dissolution shall be passed by two thirds (2/3) of the members voting at a general meeting.
- iii. The management Committee at that time or at a future specified date, shall discharge all liabilities, release 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.
- iv. The treasurer will notify the Australian Charities and non for profit Commission within 30 days of the dissolution of the Association.

#### **12. NON DISTRIBUTION CLAUSE**


The assets and income of the organisation shall be applied solely in furtherance of the above-mentioned objects and no portion shall be distributed directly or indirectly to members of the organisation except as a bone fide compensation for services rendered or expenses incurred on behalf of the Association.

Issued: 1996

Reviewed: 8/1998, 9/2000, 8/2003, 8/2004, 4/2008, 11/2013, 03/2019

Signed:

Date: 15/03/19

A handwritten signature in black ink, appearing to read "Kennedy". The signature is written in a cursive style with a large initial 'K'.

Claire Kennedy  
NASSF President