



Australian Nursing Federation
National Enrolled Nurse Association
Special Interest Group
Constitution

1. Name

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

2. Membership

- (a) Membership shall be open to financial members of the Australian Nursing Federation who are:
- (i) Enrolled nurses, however titled, who are registered or enrolled or entitled to be registered or enrolled by any nurse registration authority; 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; or
 - (iii) Registered nurses, however titled, who are registered with a nurse registration authority and who have previously qualified for and become members of the SIG under paragraph (i) of the sub-rule.
- (b) Membership shall be open to those classes of nurse referred to in paragraphs (i), (ii) and (iii) of sub-rule (a) above and who are not financial members of the Australian Nursing Federation ('ANF') provided such members may not hold office or vote at any meeting or in any election or otherwise and may not nominate persons for office in the SIG.
- (c) Honorary membership shall be open to members and retired members upon whom such membership is conferred by the Executive 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;

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- (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 ANF.

In carrying out its purpose the SIG shall work co-operatively with and through the ANF 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 ANF.

4. Rules and By-laws

- (a) The ANF Federal Council must approve the Constitution, rules and any by-laws of the SIG.
- (b) These rules may be added to, amended or repealed by a resolution of the majority of members present and voting at a biennial general meeting of the SIG. Any addition, amendment or repeal made to these rules at a biennial general meeting of the SIG shall be subject to ratification by the Federal Council of the ANF and shall not take effect until so ratified.
- (c) Any area of disagreement as to the application and/or interpretation of the Constitution or any of these rules shall be referred to the Federal Council of the ANF for determination.

5. Management

- (a)
 - (i) There shall be an Executive Committee of the SIG which shall have responsibility for the conduct of the affairs of the SIG between biennial general meetings. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Assistant Secretary, Fund Raising Officer, Public Relations Officer, three ordinary members and ex officio members of the Executive Committee.
 - (ii) Where ever possible, there should be an Executive Committee member from each state and territory.
- (b) The President, Federal Secretary and Assistant Federal Secretary of the ANF shall be ex officio members of the Executive Committee.
- (c)
 - (i) Between biennial general meetings of the SIG the Executive Committee shall have power to appoint additional members to the Executive Committee who shall hold office until the next biennial general meeting of the SIG.
 - (ii) The appointment of additional Executive Committee members by the Executive Committee should not result in the Executive Committee having more than three members from any one state or territory.
- (d) The Executive Committee shall have the power to co-opt and may establish ad hoc working parties to deal with specific matters.
- (e) The Executive 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. An Executive Committee meeting may be replaced with a meeting of the SIG.
- (f) The Executive Committee may appoint any eligible member of the SIG to fill a casual vacancy that arises for the balance of the period of office provided that person is eligible for the office.
- (g) In circumstances where an urgent decision is required and it is not practicable for a Executive Committee meeting to be conducted, the Secretary and two other members of the Executive Committee, one of whom shall be an ex officio member, may make a decision which decision must be reported to and ratified by the Executive Committee at its next scheduled meeting.

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- (h) When determined by the Secretary, a meeting of the Executive Committee may be conducted by telephone, radio or by any other similar means by which members of the Executive Committee are able to communicate verbally with each other without being physically present.
 - (i) A casual vacancy shall be deemed to arise in respect of the position of any member of the Executive Committee in circumstances where he or she fails to attend four consecutive Executive 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 in conjunction with the Biennial National Conference. The Secretary shall give at least 28 days notice to members of the time, date and location of the biennial general meeting.
- (b) 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 association 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 Treasurers Financial Report and Financial Statements from the preceding two financial years;
 - (v) Election of office bearers;
 - (vi) Election of members of the Executive Committee;
 - (vii) Consideration of resolutions forwarded to the Secretary prior to the commencement of the biennial general meeting;
 - (viii) General business.
- (c) General meetings of the SIG shall be held quarterly or more frequently as may be determined by the Executive Committee.
- (d) Where determined by the Secretary, a general meeting of the SIG may be conducted in any manner whereby members in attendance are able to communicate verbally with each other whether they are physically present or not.
- (e) 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 - four members at least one of whom is a member of the Executive Committee.
- (b) Biennial general meeting - ten members, at least three 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 shall 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 shall 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) The Treasurer of the SIG shall be responsible for ensuring that all monies of the SIG are paid into an account in accordance with these rules and for the maintenance of correct books and accounts of the financial status and affairs of the SIG and the preparation and presentation at the biennial general meeting of the financial reports and for the collection of any subscriptions fees or any other monies due to the SIG and issue receipts in the name of the SIG for all monies received on its behalf and make such payments on the part of the SIG as may be approved by the Executive Committee.
- (f) There shall be a Fund Raising Officer who shall assist the Treasurer as required by him or her and who, subject to the direction of the Executive Committee shall develop and co-ordinate fund raising projects.
- (g) There shall be a Public Relations Officer who shall assist the Treasurer with 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.
- (h) 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) All questions at meetings of the SIG shall be determined by a simple majority.
- (c) 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.
- (d) 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 Executive Committee shall take place at the biennial general meeting of the SIG. The term of office of each bearer and member of the Executive Committee shall be until the conclusion of the next biennial general meeting.
- (b) Should a casual vacancy occur in any office or on the Executive Committee during the currency of any term, the Executive Committee may determine that that position be filled or remain vacant for the balance of the term. If the Executive Committee determines that the position should be filled they shall fill it by appointment for the balance of the term. The filling of a casual vacancy by the Executive Committee should not result in the Executive Committee having more than three members from any one state or territory.

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- (c) All SIG elections shall be conducted by a returning officer appointed by the SIG Executive Committee, voting in such elections as necessary shall be as per Rule 10.
 - (d) Nominations for all SIG offices and Executive Committee positions shall open at least one month prior to the SIG biennial general meeting 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.
 - (e) A candidate for any office of Committee position of the SIG shall be and have been a financial member of the SIG pursuant to Rule 2(a) of these rules for at least 28 days immediately preceding the date of the closing nominations.
 - (f) The Federal Secretary of the ANF shall be notified of SIG Executive Committee membership and SIG office holders immediately after the election and of any changes occurring thereafter in that membership.

12. Sub-Committees

The Executive 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 one member of any sub-committee shall be a member of the Executive Committee.

13. Annual Report

At the biennial general meeting of the SIG the President or her/his nominee shall present a report on the activities of the SIG during the preceding two years and a copy shall be forward to the Federal Secretary of the ANF. Further, an annual report on the activities of the SIG shall also be published in the SIG Publication, 'NENA NEWS'.

14. Financial Year

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

15. Financial Report and Statements

The Financial Report and Statements shall be presented to members at the biennial general meeting and copies forward to the Federal Secretary of the ANF. The SIG accounts shall be audited in accordance with the provisions of the Workplace Relations Act 1996. When requested the ANF Federal Council shall provide auditing assistance. Further, the audited annual Financial Report and Statements of the SIG shall also be published in the SIG Publication, 'NENA NEWS'.

16. Finance

- (a) The SIG shall have a fund which shall at all times remain the property of the ANF. So much of the fund as constitutes moneys (excepting a petty cash float of an amount determined by the SIG) shall be maintained in an interest bearing account in the National Australia Bank in the name of National Enrolled Nurse Association (ANF - SIG) Account herein after called 'the account'.
- (b) The SIG may request a grant from the ANF 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.

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- (c) The Executive Committee may recommend to members of the SIG that each makes a donation of a specified sum from time to time for various purposes. Any sums so donated shall form part of the fund.
 - (d) The SIG shall not invest the fund or any portion of same in any property or investment without prior approval of the ANF Federal Council. Any portion of the fund so invested shall remain a part of the fund.
 - (e) Funds of the SIG may be disbursed for all ordinary purposes by cheques signed as per Rule 17.

17. Control of Funds

- (a) All monies received by the SIG shall be deposited into the account.
- (b) All disbursements other than out of petty cash shall be made by cheque which shall be signed by any two of the Secretary, Treasurer, President, Vice-President, Assistant Secretary of the SIG, Federal President or Federal Secretary of the ANF.
- (c) Receipts shall be issued for all monies received.
- (d) Disbursements for extra-ordinary purpose shall be made by cheque and only be authorised by a resolution passed by the Executive Committee.
- (e) The Federal President and Federal Secretary of the ANF shall not operate the account other than in conjunction with an office bearer of the SIG without the authority of the Executive Committee unless a resolution of the Federal Council has been made pursuant to the ANF rules.

18. Subscriptions

- (a) Members shall pay such membership subscriptions or fees as may be determined by a biennial general meeting from time to time.
- (b) Membership fees shall fall due on the first day of each SIG financial year namely, 1 July.
- (c) Upon the Executive Committee approving an application for membership, the Secretary shall notify the applicant of that approval and request payment of fees within thirty days.
- (d) If approval of membership occurs in the second half of the SIG financial year, one half of the annual subscription fee shall apply.

19. Application for Membership

- (a) An applicant for admission (or re-admission) to membership shall apply in and on the form approved by the Executive 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 ANF membership number of the applicant.
- (c) Applicants for membership shall be forwarded to the Treasurer who shall place the application before the Executive 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 SIG.

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- (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 ANF 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. Fund Raising

- (a) The Executive Committee may approve projects to raise funds for the SIG.
- (b) The SIG shall not enter into any project, contract or obligation which carries with it liabilities or obligations in excess of the existing financial resources of the SIG without the written prior approval of the ANF Federal Secretary or Federal Council.

22. SIG Policy

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

23. 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 Executive 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 Executive of the ANF.

24. 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 ANF.
- (b) In the event of dissolution of the SIG, all funds are to be entrusted to the ANF to be held in safe keeping for a period of five years and made available if the SIG is re-established. If no such SIG is reformed within the said period, the monies shall be returned to the ANF and all records archived.