

# AUSTRALIAN COLLEGE OF NEONATAL NURSES

## CONSTITUTION 1992

### AMENDMENTS:

March 1997  
July 2002  
March 2005  
April 2008  
April 2009

## AUSTRALIAN COLLEGE OF NEONATAL NURSES (2005) CONSTITUTION

### 1. Name

1.1 The name of the College shall be the Australian College of Neonatal Nurses (ACNN)

### 2. Aims

2.1 To enhance the professional development of neonatal nurses in relation to education and research.

2.2 To provide expert advice to, and professional communication with government bodies and other professional Colleges on matters pertaining to neonatal nursing.

2.3 To facilitate close and continuing contact with other professional Colleges pertaining to neonatology/ perinatology.

2.4 To co-ordinate activities common to all state groups to maximise resources and prevent duplication of services.

2.5 To foster international liaisons to promote neonatal nursing in Australia.

### 3. Objectives

3.1 To promote the formulation and dissemination of standards of care for neonatal nursing practice.

3.2 To act in an advisory capacity on the formulation and implementation of post graduate neonatal nursing education programs.

3.3 To promote and facilitate nursing research related to neonatal care.

3.4 To provide and promote forums at regional, national and international levels, for the exchange of information and ideas pertaining to neonatal care.

3.5 To remain a non-profit organisation. (2009)

### 4. Membership

4.1 Membership of the College shall be representative of neonatal nurses in Australia. (2005)

4.2 Members of state associations deemed to be financial members or equivalent (includes honorary and associate members) by that state association shall form the membership of ACNN. (2008)

4.3 A member of ACNN ceases to be a member when that member is deemed by their state association to not be a member of the state association. (2008)

4.4 The register of members shall be compiled from state association registers by the Secretary or other person appointed by the ACNN Executive Council for purposes relating to the aims and objectives of ACNN. (2008)

## **5. State Colleges/Groups**

5.1 Each state group operates as an independent group for matters of concern/interest/education for that particular state. These state groups will remain financially independent from the national College.

5.2 States without formal groups may operate as a chapter of an established group, with the members having full privileges of the 'host' state group.

5.3 The state groups represented from the inaugural national association are: New South Wales, Victoria, South Australia, Queensland, Western Australia and Tasmania.

## **6. Executive Council**

6.1 Each state group shall be represented by two members on the executive council.

6.2 Each state association shall nominate two members to represent that state. At least one of the representatives must be a member of the state association executive. (2008)

6.3 The maximum term that an individual can serve on council is six consecutive years or until such time as a replacement member can be voted onto Council. (2009)

6.4 The office-bearers shall be elected annually from the executive council at the council meeting held immediately prior to the AGM. Terms of office shall be two years with an option for extension to four years by mutual agreement of the council. (2009)

6.5 Council shall meet at least twice a year, either face to face or by teleconference, at a mutually agreed time and location, to consider and decide on any matters and current issues relevant to the College. (2008)

6.6 If a Council member is unable to attend a meeting he/she may invite another full member of the same state to attend the meeting on his/her behalf, provided the secretary is notified of this before the meeting.

6.7 A quorum for a Council meeting, in all its formats, is met when a representative from each of the member states is present. The proxy for a committee member is a member of their State Executive committee. (2002)

6.8 States without formal groups may have one representative on council. This representative must be a financial member of the 'host' state group and be elected to council by the membership of the 'host' state group.

6.9 The office holding positions of council are: President, Vice President (President elect), Secretary, Assistant Secretary, Treasurer.

6.10 The initial office bearers shall be:

- a) president – Kaye Spence (NSW)
- b) vice president – Trudi Mannix (SA)
- c) secretary – Judy Jamieson (VIC)
- d) asst. secretary – Cheryl Norris (TAS)
- e) treasurer – Sharon Broadhurst (QLD)
- f) publicity officer- Avel Russell (WA) who shall hold such position until the annual general meeting.

6.11 The offices of Council may only be held by representative of states with formal established groups.

6.12 The office bearers of the Executive Council are elected by the Council at the face to face meeting preceding the AGM of each calendar year. (2008)

6.13 The newly elected council committee members should take office at the conclusion of the meeting at which the election was held. (2002)

## **7. Duties of the President**

7.1 Preside at all meetings of the College and preserve order. (2005)

7.2 Upon confirmation of the minutes sign a copy to be kept as a record by the public officer or secretary, as determined by council. (2009)

7.3 In conjunction with the secretary summon all members to all meetings of the College. (2005)

7.4 Represent the College as its principal officer when required to do so by the College. (2005)

7.5 Present a report at the annual general meetings of the College. (2005)

7.6 Sign and countersign, as the case may be, all instruments to which the President's signature is requisite.

#### **8. Duties of the Vice President (President Elect)**

8.1 The holder of this position on council must be from a different state to the current President.

8.2 Perform the duties of the President in the absence of the President.

8.3 Perform the duties of the treasurer in her/his absence.

8.4 Assume office of Presidency on the retirement of the current holder.

#### **9. Duties of the Secretary**

9.1 The secretary shall be the principal administrative officer of the College subject to the control of the council.

9.2 Attend each meeting of the council

9.3 Make and keep a correct record of all proceedings of all general and council meetings.

9.4 Conduct the College's correspondence. (2005)

9.5 Arrange meetings of the membership and council of the College. (2005)

9.6 Keep all records of membership, as required by the College and forwarded by state associations. (2005)

9.7 Prepare and disseminate information relating to general meetings and conferences arranged by the College. (2005)

9.8 Part of the duties of the Secretary may be delegated to others such as the Assistant Secretary, or to a secretariat, as determined by council. (2009)

#### **10. Duties of the Assistant Secretary**

10.1 Carry out the duties of the secretary in the absence of the secretary.

#### **11. Duties of the Treasurer**

11.1 The treasurer shall be the principal financial administrator of the College subject to the control of council. (2005)

11.2 The treasurer shall attend each meeting of council and the members unless excused.

11.3 Collect and receive monies payable to the College, issue receipts and bank same into the College bank account. (2005)

11.4 Prepare a statement of receipts and expenditure and submit to executive council prior to council and general meetings. (2009)

11.5 Prepare a statement of receipts and expenditure and submit same to the Annual General Meeting, after due auditing immediately prior to the Annual General Meeting by the auditor appointed by Council. (2008)

11.6 Submit an estimate of expenditure and income for the coming year to the Annual General Meeting.

11.7 Invest the funds of the College on its behalf in accordance with the instructions of council. (2005)

11.8 Prepare all cheques, or the like, drawn on the College's funds and sign or countersign as the case may be, all instruments to which the treasurers signature is requisite. (2005)

## **12. Duties of the Professional Officer**

12.1 A Professional Officer shall be appointed by Council for a two year term of office and will include annual performance review. The term may be renewable for a further term by mutual agreement of the executive council and the incumbent. (2002)

12.2 Duties of the Professional Officer shall include liaison with other professional associations and Government bodies on matters which relate to neonatal care and research.

12.3 The Professional Officer will provide advice on College strategy, governance, national initiatives in nursing education and research, and policy development. (2009)

12.4 The Professional Officer will represent ACNN at national and international forums where possible and report back to council on proceedings. (2009)

## **13. Election of Office Bearers**

13.1 At the council meeting immediately preceding the AGM the council will elect the office-bearers for the next year. If there is more than one nomination for any office, council will elect by a simple majority vote. In the case of a tied vote, the President shall have the deciding vote. (2009)

13.2 If an office becomes vacant then it may be filled by a member of Council until the next Annual General Meeting.

13.3 If in the course of the year an office becomes vacant, then it may be filled by a member of council until the next council meeting immediately prior to the AGM. (2009)

## **14. Annual General Meetings**

14.1 The AGM shall be held every year within six months of the close of the financial year. (2009)

14.2 Venues shall where possible rotate between states at the discretion of council.

14.3 Due notice together with the agenda shall be sent to all members by the secretary no less than thirty days before the date of the meeting.

14.4 Notice of additional business shall be forwarded to the secretary in writing no less than fourteen days in advance of the meeting.

14.5 The business to be transacted at every AGM shall include:

14.5.1 The receiving of reports by the President, Secretary and Treasurer.

14.5.2 Financial statements and auditor's report for the preceding financial year.

14.5.3 The appointment of an auditor for the next financial report. (2009)

## **15. Quorum**

15.1 Three per cent of the full membership of the College shall constitute a quorum for all annual and general meetings of the College. (2009)

## **16. Voting**

16.1 At council meetings each state shall be entitled to one vote and in the event of a tied vote the motion shall lapse. All resolutions shall be passed by a simple majority.

16.2 At general meetings each financial member present shall be entitled to one vote and in the event of a tied vote the motion shall lapse. All resolutions shall be passed by a simple majority.

16.3 Each member shall be entitled to appoint another member as proxy by notice given to the secretary no later than four days before the time of the meeting in respect of which the proxy is appointed. Both members must sign the proxy letter stating what the vote is for.

16.4 A postal ballot of members can be arranged by Council. (2002)

#### **17. Amendments to the constitution**

17.1 At the Annual General Meeting the constitution may be amended, added to or repealed provided that 30 days written notice of the proposed amendments has been given to all members. (2002)

17.1.1 Amendments to the constitution require that it be passed by a majority of the received votes from members of the College, as being entitled under these rules to do so. (2005)

17.1.2 Voting may be in person, by post or by proxy at the Annual General Meeting. (2002)

17.1.3 A member may, by instrument in writing sent to the Secretary, appoint another person to attend and vote instead of the member. (2002)

17.2 The statement of objects and these rules may be altered, rescinded or added to only by special resolution of the College. (2008)

#### **18. Minutes**

18.1 Minutes of all meetings shall be kept by the secretary, copies of which shall be sent to all state delegates.

#### **19. Communications**

19.1 All communications from the National College shall be directed to the state associations via the state delegates unless the secretary is otherwise directed by Council. (2005)

19.2 Copies of all relevant correspondence shall be forwarded to the state associations for information.

19.3 The President and Secretary shall be empowered to make statements to the media on behalf of the College on national issues. A press release should be formulated when appropriate for distribution after approval by Council. A request for a media statement on an issue which relates to one state only should be referred to the State delegate for action. (2005)

19.4 From time to time Council may have cause to publish information leaflets with position statements on issues related to neonatal nursing. The content should be approved by Council prior to distribution.

19.5 A news sheet should be circulated to each state at the conclusion of each Council meeting for distribution to the state members.

#### **20. Finance and Fees**

20.1.1 Capitation fees and journal fees charged to the state associations will be calculated on the number of members appearing on the state member list as submitted to the national register from time to time throughout the year, determined by journal issue distribution requirements. The ACNN Treasurer will invoice state associations within one month of notification of the updated national register. Payment by the states is to be no later than two weeks from receipt of notice. (2009)

20.1.2 From the 2008 annual general meeting the financial year for the College will be deemed as commencing on 1 January of each year thereafter. Collection of fees from each state association as specified in 20.1 will take place in each calendar year as mutually arranged by the Treasurer and each state association. (2008)

20.2 The College's finances shall be held in a National bank with branches in each state represented. (2005)

20.3 The statement of receipts and expenditure shall be audited immediately prior to the AGM and a copy shall be forwarded by the Treasurer to the State associations.

20.4 There shall be two signatories for all financial documents, one of whom shall be the Treasurer and the other an office-bearer of the Council, or other executive member as designated by Council. (2009)

## **21. Dissolution**

21.1 On the failure of the College to retain representation from more than two states, the College shall be dissolved. (2005)

21.2 Dissolution shall be effected by members of whom three per cent of the current membership shall be present and voting, at a special meeting called for this purpose.

21.3 Any monies remaining after settling all accounts of the College shall be donated to an agreed non-profit nursing organisation. (2005)