



NEW ZEALAND NURSES ORGANISATION (INC.)

Rules for the Mental Health Nurses Section (NZNO)

1. NAME

Mental Health Nurses Section NZNO

2. OBJECTIVES

- (a) To be one of the recognised professional organisations of Mental Health and Addictions nurses in New Zealand.
- (b) To recruit nurses practising, identifying with, and/or interested in Mental Health and Addictions to belong to the NZNO Mental Health Nurses National Section.
- (c) To practice in accordance with Te Tiriti o Waitangi.
- (d) To provide a communications network for all members including regular magazines, conferences, educational forums and disseminating information on issues pertaining to Mental Health and Addictions Nursing.
- (e) To liaise with appropriate authorities, stakeholders on social and health issues relevant to Mental Health nursing and community mental health.
- (f) To encourage, promote and support others in the development of educational programmes / seminars for Mental Health and Addiction nurses..
- (g) To encourage, promote and support research into Mental Health and Addictions nursing issues.
- (h) To actively facilitate the ongoing strategic and professional development of Mental Health and Addictions nurses in conjunction with NZNO and appropriate health authorities.
- (i) To promote and increase the profile of Mental Health and Addictions nurses and their work.
- (j) To communicate and liaise with other Mental Health organisations at a national and international level.
- (k) To support and promote the objectives, policy and activities of NZNO.

3. MEMBERSHIP ELIGIBILITY

- (a) **Full Member**
 - (i) Any person who is a qualified nurse practising in Mental Health or Addictions care who is a financial member of NZNO.
- (b) **Associate Member**

- (i) Allied health professionals interested in Mental Health and Addictions care.
 - (ii) Qualified nurses interested in Mental Health and Addictions but not currently practising in this area.
 - (iii) Mental Health and Addictions support Workers who are members of NZNO
 - (iv) Members of consumer groups interested in Mental Health care who are not eligible for NZNO membership
 - (v) Associate members may not hold office, propose nominations or motions or have voting rights.
- (c) **Honorary Member**
- Honorary membership may be conferred from time to time and shall be proposed by the National Committee and ratified at an Annual General Meeting.
- (i) The Mental Health Nurses Section may grant honorary membership to any NZNO member or ex-member in recognition of their contribution to the Section or to Mental Health nursing.
 - (iii) The name and addresses of honorary members shall appear in the register of members and have all the rights and responsibilities of a full member.

4. ADMISSION TO MEMBERSHIP

Any person described in Rule 3 shall be deemed to be a member, when an application for membership is received by the Secretary or Treasurer or a member of the National Committee.

5. RESIGNATION

A member shall cease to be a member in the event of:

- (a) Resignation in writing.
- (b) Ceasing to be a member of NZNO.

6. LEVIES

Currently there are no levies.

7. FINANCE

- (a) The financial year shall be from 1 April to 31 March.
- (b) The Section's finances will be centralised in the NZNO National Office and are included in the annual financial statements of NZNO and audited with the National Office accounts. Annual Section financial reports shall be forwarded to the NZNO Business Services Manager by April and incorporate a record of the financial position of any regional section(s). No separate audited account shall be produced for the Section.
- (c) Section accounts shall be subject to random and detailed audit by NZNO's external auditors.
- (d) The Section treasurer shall keep accounting records in accordance with current accounting practice and NZNO requirements.

- (e) Financial statements and accounts for payment shall be presented at all committee meetings and recorded in the minutes.
- (f) The national committee shall appoint persons to sign authorities for payment of invoices, expenses etc.
- (g) The annual financial reports will be presented at the AGM.
- (h) Any regional sections of the national section shall have their financial accounts recorded within the national section accounting records. This information shall be forwarded to NZNO for recording in the NZNO annual financial statements.
- (i) Any surplus funding from National Section conferences (after returning any seeding monies) shall be administered by the National Committee. The Section may develop standing orders regarding the distribution of profits between the organising group and any other body and the Section. Such monies should be noted as an extra source of income on the income side of the balance sheet, and be banked in the Section's account.
- (j) The Committee shall draw up an annual budget to be presented at the AGM. A copy shall be sent to the Business Manager of the NZNO (Inc).

8. NATIONAL COMMITTEE

(a) Membership

- (i) The National Committee shall consist of no more than eight (8) elected people with a wide geographical representation.
- (ii) At the first meeting following the Biennial General Meeting the Committee shall, from amongst its members, appoint the following officers.

Chairperson, (Vice Chairperson), Secretary, Treasurer, Membership Co-ordinator and Website Editor.

(a) The NZNO Professional Nursing Adviser with the responsibility for Mental Health & Addictions shall be an ex-officio member of the National Committee. For the sake of clarity, the NZNO Professional Nurse Adviser on the National Committee under these Rules shall also be counted as a member for the purposes of attendance quorum under clause 11(a) of these Rules
- (iii) The term of office shall be three (3) years with right of re-election for a further three (3) years. Members shall be re-eligible for re-election after a break of two (2) years.
(a) Clause 8(a)(iii) of these Rules shall not prevent a retiring National Committee member being recalled to fill a vacancy under Clause 8(c)(iii) of these Rules, should there be insufficient members elected to the National Committee. Anybody who is recalled under this clause shall be limited to an additional three-year term – or until the next National Committee elections are held (whichever is the longer period), at which time the two-year stand-down per clause 8(a)(iii) of these Rules shall apply.
- (iv) The newly elected members of the National Committee shall hold office from the conclusion of business of the Biennial General Meeting of the Mental Health Nurses National Section of NZNO until the conclusion of business at the end of their term of office, at which time their successors assume office.
- (v) Any honoraria or like payment to office holders of the National Committee shall be decided at the Biennial General Meeting.

(b) **Meetings**

- (i) There shall be a minimum of three meetings per year plus the Biennial General Meeting (on years when this falls) This does not exclude the possibility of teleconferencing or other electronic meeting formats if required.
- (ii) The quorum shall be fifty percent (50%) plus one (1) of the elected committee.
 - (a) In the event of there being no quorum at the Biennial General Meeting [BGM] or other Special General Meeting [SGM], the National Committee shall remain with the same membership and shall have the continued powers assigned per these Rules until such time as the BGM or SGM can be held and has an attendance of members which meets the quorum established under 8(b)(ii) of these Rules.
- (iii) Committee members are expected to attend committee and Biennial General Meetings and if unable to attend the Chairperson must be notified.

(c) **Powers**

The committee shall have the power to:

- (i) Govern the section in accordance with Biennial General Meeting and conduct the business between Biennial General Meetings.
- (ii) Through its office holders to manage the business of the section in accordance with its objectives.
- (iii) Fill any vacancies occurring in the committee by appointing a specific person to hold office until the next elections.
- (iv) Co-opt or form sub-committees as necessary for any special project or activity. Where a person who is co-opted is not a full member of the section, they shall not have voting rights in the National Committee or any of its sub-committees.
- (v) The National Committee has the power to call a Special General Meeting in extraordinary circumstances as may be required.

The committee shall not have the power to:

- (i) employ staff on a permanent part-time, contractual or temporary basis
- (ii) enter into contracts (see delegates and endorsements policy, National Section and Colleges Handbook)
- (iii) “endorse” on behalf of NZNO or authorise use of the NZNO logo without permission of the Board of Directors

(d) **Register of Members**

- (i) The Committee shall maintain an accurate register of all members. This register to include name, address, status, including financial NZNO membership number (if applicable) and the date of joining.
- (ii) Membership information is kept confidential to the Section/College and NZNO.

9. ELECTIONS OF NATIONAL COMMITTEE

(a) **Nominations**

- (i) Nominations will be called for by the Secretary, from its members, in sufficient time for all members to be notified with information about the candidates circulated with the official voting paper for an online or postal vote.. All full members are entitled to vote.
- (ii) The official form shall be used for all nominations.
- (iii) If number of nominations does not exceed the number of vacancies, then those nominated will be considered duly elected. Members shall receive information about those elected.
- (iv) Closing date and time for the return of postal ballots will be one (1) week prior to the Annual General Meeting.
- (v) The candidate with the highest number of valid votes shall be declared elected. Provided that, in the event of more than one (1) vacancy, candidates shall fill vacancies in descending order of the number of votes received per candidate until all vacancies are filled.

- (vi) The announcement of the newly elected officers shall be made before the closing of the Biennial General Meeting. Any existing members will also be confirmed at this time.

(b) **Returning Officer**

- (i) The National Committee shall appoint a returning officer who shall be responsible for the conduct of the ballot, provided that the returning officer shall not stand to gain or lose personally from the outcome.

10. BIENNIAL GENERAL MEETING

- (a) There shall be a Biennial General Meeting, chaired by the Chairperson of the Section. If the Chairperson is unable to attend then the National Committee shall appoint a chairperson from amongst its own members.

(b) **Powers of the Biennial General Meeting**

The powers of the Biennial General Meeting shall be

- (i) The Biennial General Meeting is the highest decision making authority of the Section, subject only to the outcome of a ballot of full members of the Section.
- (ii) Establish the rules or strategic plan of the Mental Health Nurses National Section.
- (iii) Consider and decide upon all remits forwarded for its consideration in accordance with these rules.
- (iv) Receive and consider:
 - The Biennial Report as presented by the Chairperson.
 - Audited statement of Income and Expenditure and Balance Sheets since the previous Biennial General meeting.
 - Proposed budget for the next financial year.
- (v) Set membership fees.
- (vi) Report the results of the Elections.
- (vii) The Biennial General Meeting may delegate to the National Committee any matter, and may direct the National Committee, as it sees fit.
- (viii) The effect of every decision made at the Biennial General Meeting is to bind every member of the National Committee and financial members of the Section to that decision.
- (ix) Receive, discuss and decide upon any other matter which the Biennial General Meeting agrees to put on the Agenda.
- (x) Decide the location and timetable for the next Biennial General Meeting, provided that consideration is given to location, with preference to some alternation between the North and South Islands.

(c) **Special General Meeting**

- (i) The National Committee may call a Special General Meeting at a time and place of its choosing.

- (ii) All members shall receive notification of date, time and place not less than one (1) month before the date of the Special General Meeting.
- (iii) Any notice given under this rule shall state the business to be transacted at the Special General Meeting and no business other than that specified in the notice shall be transacted at the meeting.
- (d) **Meeting procedures**
 - (i) Meetings will be conducted according to accepted meeting procedure.
 - (ii) Members are entitled to attend National Committee meetings but have speaking rights only.
 - (iii) All matters will be voted on by a show of hands, unless any member requests a secret ballot.
 - (iv) All resolutions will be decided by a majority of votes.
 - (v) The Chairperson is entitled to a casting vote.
 - (vi) No proxy is permitted at meetings
 - (vii) The Secretary is to forward copies of all National Committee minutes and Newsletters to NZNO.
- (e) In the event of a failure to meet the attendance of members quorum set at 8(b)(ii) of these Rules, then the National Committee shall set a new date for the meeting, no later than six months later, and that the National Committee shall continue to exercise its powers and functions per clause 8(b)(ii)(a) of these Rules.

11. VOTING

- (a) The quorum for the Biennial or Special General Meetings shall be five percent (5%) of members.
- (b) All full members in attendance have voting rights.
- (c) Voting shall be by a show of hands unless a ballot is requested. All resolutions shall be decided by a majority of votes.
- (d) The Chairperson is entitled to a casting vote.
- (e) No proxy voting is permitted.
- (f) A representative of New Zealand Nurses Organisation (Inc.) shall be invited to the Annual General Meeting.

12. RULE CHANGES

- (a) Proposed changes to rules shall be forwarded to the Secretary thirty (30) days prior to the Biennial General Meeting. The proposed changes shall be circulated to all members in a reasonable time before the Biennial General Meeting.
- (b) Voting on these proposed changes shall take place at the Biennial General Meeting. If a quorum is not reached at this meeting, rule changes may be effected via a postal or online ballot of members.
- (c) Any changes to the rules are to be forwarded to the Professional Service Manager who will in turn notify the Board of Directors of the New Zealand Nurses' Organisation (Inc).

13. REGIONAL SECTIONS

- (a) **Establishment of a Regional Section**
A region consists of the members working or living within a geographical area defined as the boundaries in Appendix 2 of the Rules of the New Zealand Nurses Organisation including Regional names.
- (b) **Functions and Powers** The regions are established in order to achieve the objectives of the National Committee. Their purposes are:
 - (i) To unite members within the region and to provide opportunities for them to discuss, educate, consult and co-operate with each other.

- (ii) To ensure free communication with individual members and sections within each region and with national Committee by establishing an effective communication system.

(c) Governance

Regional Sections shall have rules that link with the National Section rules of the NZ Nurses Organisation Section 40.2.

(d) Levies to National Committees

Individual regions will be responsible for forwarding their members levies to the National Committee by June 30th each year.

14. NZNO ANNUAL CONFERENCE

The delegates to the NZNO Annual Conference and National Sections and Colleges Delegates Meeting/s shall be the Chairperson or a deputy and one other Committee member.

15. SPOKESPERSON

- (a) Only the National Chairperson or his/her delegated representative shall speak on behalf of the Section.

- (b) The Chief Executive Office of the NZ Nurses Organisation will be kept informed of communication with external organisations or the media.

This includes communications with National, International or government departments. Any such communications will be views of the section and should not materially effect NZNO.

- (c)

16. INTERPRETATION

- (a) The rules of the Section are subject to confirmation by NZNO, whose Board of Directors may from time to time request changes in the interests of good governance of NZNO.

- (b) Where any matter is not provided for in these Rules, the Rules of NZNO shall apply to the extent of the powers of section outlined in Rule 40 outlined in the NZNO Rules.

17. WINDING UP

In the event of the National Section's dissolution, the administration of all the assets, liabilities and properties etc shall be transferred to Board of Directors of the New Zealand Nurses Organisation (Inc.).