

## Rules for the New Zealand College of Primary Health Care Nurses NZNO

### 1. NAME

- 1.1 New Zealand College of Primary Health Care Nurses NZNO. (NZCPHCN)

### 2. OBJECTIVES

- 2.1 To be the recognised professional organisation of all primary health care nurses in New Zealand. To promote and support primary healthcare nursing and increase the profile of primary health at a national and global level.
- 2.2 To recruit nurses and associated health care members practising, identifying with, and/or interested in primary health care to belong to the NZCPHCN (NZNO).
- 2.3 To operate within the articles of Te Tiriti o Waitangi.
- 2.4 To promote and disseminate primary health care nursing Standards of Practice for Nurses.
- 2.5 To provide a communications network for all members including regular updates via journal, website, social media platforms and symposiums/ conferences. Sharing relevant and topical information pertaining to primary health care nursing.
- 2.6 To engage and collaborate with key stakeholders regarding current matters relevant to primary health.
- 2.7 To promote and provide educational resources for primary health.
- 2.8 To support nursing research within primary healthcare and promote evidence-based practice.
- 2.9 To facilitate the ongoing strategic and professional development of primary health workforce.
- 2.10 To support the objectives, policy and activities of NZNO.

### 3. MEMBERSHIP ELIGIBILITY

#### 3.1 Full Member

3.1.1 Any person who is a practising NZ qualified nurse and is a financial member of NZNO.

#### 3.2 Associate Member

3.2.1 Nurses, student nurses and kaiawhina interested in primary healthcare nursing but not necessarily in practice.

3.2.2 Nurses, student nurses and health care assistants must be financial members of NZNO unless they meet the criteria for retired nurse member.

3.2.3 Allied health professionals interested in primary healthcare.

Associate members may not hold office, propose nominations or motions or have voting rights.

#### 3.3 Honorary Member

Honorary membership may be conferred from time to time and shall be proposed by the executive committee and ratified at an AGM.

3.3.1 NZCPHCN (NZNO) may grant honorary membership to any NZNO member or ex-member in recognition of their contribution to the NZCPHCN (NZNO) or to primary healthcare nursing.

3.3.2 The details of honorary members shall appear in the register of members and have all the rights and responsibilities of a full member.

3.3.3 Honorary membership of the NZCPHCN (NZNO) does not confer honorary membership of NZNO.

#### 3.4 Retired Nurse Member

3.4.1 The **executive committee** may allow, on individual application, retired nurse membership to a C&S member who has retired permanently from nursing and any other employment position.

3.4.2 Retired members may not hold office, propose nominations or motions or have voting rights.

3.4.3 The details of retired members shall appear in the register of members.

#### **4. ADMISSION TO MEMBERSHIP**

4.1 Any person described in Clause 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 executive committee, or the NZNO membership office.

#### **5. RESIGNATION**

5.1 A member shall cease to be a member of the college in the event of:  
5.1.1 Resignation in writing to college Chair or Secretary  
5.1.2 Ceasing to be a member of NZNO.

#### **6. FINANCE**

6.1 The financial year shall be from 1 April to 31 March.

6.2 The college'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 college financial reports shall be forwarded to the NZNO Business Services Manager by May and incorporate a record of the financial position of any regional divisions/ section(s). No separate audited account shall be produced for the college and regional forums.

6.3 college accounts shall be subject to random and detailed audit by NZNO's external auditors.

6.4 The college treasurer shall keep accounting records in accordance with current accounting practice and NZNO requirements.

6.5 Financial statements and accounts for payment shall be presented at all committee meetings and recorded in the minutes.

6.6 The executive committee shall appoint persons to sign authorities for payment of invoices, expenses etc.

6.7 The annual financial reports will be presented at the AGM.

6.8 Regional forums of the college shall have their financial accounts recorded within the college accounting records. This information shall be forwarded to NZNO for recording in the NZNO annual financial statements.

6.9 Any surplus funding from college conferences (after returning any seeding monies) shall be administered by the executive committee. The college may develop standing orders regarding the distribution of profits between the organising group and any other body and the college and this distribution is predetermined by the members at an AGM. Such monies should be noted as an extra source of income on the income side of the balance sheet and be banked in the college's account.

- 6.10 The executive committee shall draw up an annual budget to be presented and approved at the AGM. A copy shall be sent to the Business Manager of the NZNO (Inc).

## **7. COMMITTEES**

### **7.1 Executive Committee Membership**

- 7.1.1 The executive committee has a governance role, identifying issues and potential projects informed by the strategic plan, membership need and NZNO imperatives, and directs and facilitates the work of the standing committees.
- 7.1.2 The executive committee shall consist of no more than eight (8) elected people
- Four members – nominated and elected by the membership.
  - One member – selected by Te Runanga o Aotearoa and working for a primary health care provider.
  - Two reserved positions – selected by the committee to ensure diversity in the committee.
  - Editor of LOGIC – advertised within the membership and appointed by the executive committee.
- 7.1.3 At the first meeting following the AGM the committee shall, from amongst its members, appoint the following officers.  
Chair, Secretary, Treasurer, Publicity and Communications Coordinator.
- 7.1.4 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.
- 7.1.5 The newly elected members of the executive committee shall hold office from the conclusion of business of the AGM of the NZCPHCN (NZNO) until the conclusion of business at the end of their term of office, at which time their successors assume office.
- 7.1.6 Any honoraria or like payment to members of the executive committee shall be decided at the AGM.

### **7.2 Executive Committee Meetings**

- 7.2.1 There shall be a minimum of two face to face meetings per year plus the AGM. This does not exclude the possibility of virtual meetings. Core activities will be included in the annual plan for funding consideration.
- 7.2.2 The quorum shall be fifty percent (50%) plus one (1) of the elected committee.
- 7.2.3 Committee members are expected to attend committee and AGM and if unable to attend the Chair must be notified.

### 7.3 Powers of the Executive Committee

The committee shall have the power to:

- 7.3.1 Govern the college in accordance with any guidance from the AGM and conduct the business between AGM.
- 7.3.2 Through its office holders, manage the business of the college in accordance with its objectives.
- 7.3.3 Fill any vacancies occurring in the committee by appointing a specific person to hold office until the next elections.
- 7.3.4 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 college, they shall not have voting rights in the executive committee or any of its sub-committees. The outgoing chair may provide a support role to the incoming chair for six (6) months under this rule.
- 7.3.5 The executive committee has the power to call a special general meeting (SGM) in extraordinary circumstances as may be required.

### 7.4 The committee shall not have the power to:

- 7.4.1 employ staff on a permanent, part-time, contractual or temporary basis enter into contracts
- 7.4.2 “endorse” on behalf of NZNO or authorise use of the NZNO logo without permission of the Board of Directors

### 7.5 Standing Committee Membership

- 7.5.1 LOGIC committee: comprising of seven (7) members plus the editor..
- 7.5.2 The LOGIC Editor position is advertised within the membership and appointed by the executive committee. This is to sustain a quarterly journal and lead the committee.
- 7.5.3 At the first meeting following the AGM, the LOGIC Committee shall, from amongst its members, appoint the following officers:  
Secretary
- 7.5.4 Professional Practice Committee (PPC). The scope of this includes clinical practice, education and research. It will comprise up to five (5) elected members and one executive member.
- 7.5.5 At the first meeting following the AGM, the PPC shall, from amongst its members, appoint the following officers: Chair, Secretary

### 7.6 Function and Powers of the Standing Committees

- 7.6.1 These committees have an operational role within the college structure, completing projects allocated to them from the Executive and working to the college strategic plan, membership needs and NZNO strategic plan.

7.6.2 They are bound by the Terms of Reference of each respective committee.

7.6.3 The standing committees are responsible to the executive committee.

## **7.7 Funding and Financial Records of Standing Committees**

7.7.1 The standing committees will operate within an agreed budget incorporated within the annual budget of the college.

7.7.2 The financial records of the standing committees shall be reported in the college annual accounts.

## **7.8 Register of Members**

7.8.1 NZNO national administrative staff shall maintain the register of the NZCPHCN (NZNO). This register is to include name, address, college membership status, including financial NZNO membership number (if applicable) and the date of joining.

7.8.2 NZNO national administrative staff will update the college at least bi-monthly re membership changes (new applications and resignations/ non-financial members)

7.8.3. Membership information is kept confidential to the college and NZNO.

## **8. ELECTIONS OF EXECUTIVE AND STANDING COMMITTEE**

### **8.1 Nominations**

8.1.1 Nominations will be called for by the Secretary, from the college members, in sufficient time for all members to be notified with information about the candidates circulated with the official voting paper. All full members are entitled to vote.

8.1.2 The official form shall be used for all nominations.

8.1.3 If number of nominations does not exceed the number of vacancies, then those nominated will be considered duly elected.

8.1.4 The executive committee shall appoint a returning officer who shall be responsible for the conduct of the ballot, provided that the officer shall not be a potential candidate for office.

8.1.5 Closing date and time for the return of votes will be one (1) week prior to the AGM.

8.1.6 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.

8.1.7 The announcement of the newly officers shall be made before the closing of the AGM.

8.1.8 In the event of insufficient representatives being nominated, the outstanding members will be called for from the entire membership.

## **9. ANNUAL GENERAL MEETING (AGM)**

9.1 There shall be an AGM, chaired by the Chair of the college. If the Chair is unable to attend, then the executive committee shall appoint a chair from amongst its own members.

9.2 An AGM shall be conducted by face-to-face, or virtual. Annual Operational and Business Plan is reviewed at the AGM.

### **9.3 Powers of the Annual General Meeting**

The powers of the AGM shall be

9.3.1 The AGM is the highest decision making authority of the college, subject only to the outcome of a ballot of full members of the college

9.3.2 Establish the Policy of the NZCPHCN (NZNO).

9.3.3 Report the vote of all remits in accordance with these rules.

9.3.4 Receive and consider:

- The Annual Report as presented by the Chair.
- Audited statement of Income and Expenditure and Annual Balance Sheet.
- Proposed budget for the next financial year.

9.3.5 Report the results of the Elections.

9.3.6 Determine any honoraria to be paid

9.3.7 The AGM may delegate to the executive committee any matter, and may direct the executive committee, as it sees fit.

9.3.9 Receive, discuss and decide upon any other matter which the AGM agrees to put on the agenda.

9.3.10 Decide the location and timetable for the next AGM, provided that consideration is given to location, with preference to alternating geographical areas.

9.4 The effect of every decision made at the AGM is to bind every member of the executive committee and financial members of the college to that decision.

9.5 A representative of New Zealand Nurses Organisation (Inc.) shall be invited to the AGM.

9.6 The executive of the NZCPHCN may, with 8 months' notice to the membership, defer the AGM for one year. The requirement for annual reports to be submitted is unchanged. The Terms of Office for office holders is unchanged.

## **10. SPECIAL GENERAL MEETING**

- 10.1 The executive committee may call a SGM at a time and place of its choosing.
- 10.2 A SGM shall be conducted by face-to-face or virtual as recommended by the executive committee
- 10.3 All members shall receive notification of date, time and place not less than one (1) month before the date of the SGM.
- 10.4 Any notice given under this rule shall state the business to be transacted at the SGM and no business other than that specified in the notice shall be transacted at the meeting.

## **11. MEETING PROCEDURES OF THE COLLEGE INCLUDING AGM AND SGM**

- 11.1 Meetings will be conducted according to accepted meeting procedure. (refer to the NZNO College & Section Handbook).
- 11.2 Members are entitled to attend executive committee meetings but have speaking rights only.
- 11.3 The quorum for the AGM shall be five per cent (5%) of full members.
- 11.4 All full members in attendance have voting rights.
- 12.5 All matters will be distributed to members and voted on prior to the AGM unless urgent decision is required at the AGM. The executive committee reserves the right to postpone voting until after the AGM and will distribute the information to all members for consideration and voting.
- 11.6 Should voting be required at the AGM, votes will be by a show of hands unless any member requests a secret ballot.
- 11.7 All resolutions will be decided by a majority of votes.
- 11.8 The Chair is entitled to a casting vote.
- 11.9 No proxies are permitted at meetings
- 11.10 The Secretary is to forward copies of all executive and standing committee minutes and Newsletters to NZNO, and the appropriate college representative on the NZNO Membership Committee.

NB: Postal Ballots or electronic voting – If the college uses a postal ballot or electronic voting, rules are to be developed in conjunction with the Professional Nursing Adviser and are to be based on NZNO Constitution.



## **12. RULE CHANGES**

- 12.1 Proposed changes to the rules shall be forwarded to the Secretary thirty (30) days prior to the AGM. The proposed changes shall be circulated to all members in a reasonable time before the AGM.
- 12.2 Voting on these proposed changes can take place prior to the AGM.
- 12.3 Any changes to the rules are to be approved by the Board of Directors of the New Zealand Nurses' Organisation (Inc).

## **13. REGIONAL FORUMS or SPECIAL INTEREST GROUPS**

- 13.1 Establishment of a Regional Forum OR Special interest group  
A region consists of the members working or living within a geographical area defined by the executive committee. The executive committee will give consideration to having the same regional boundaries as NZNO. A special interest group will have a defined area of interest, within primary health.

- 13.2 Functions and Powers  
The regions/divisions and Special interest groups are established in order to achieve the objectives of the executive committee and standing committees. Their purposes are:

- 14.2.1 To unite members within the region or specialty and to provide opportunities for them to discuss, educate, consult and co-operate with each other.

- 14.2.2 To ensure free communication with individual members and sections within each region and with executive committee by establishing an effective communication system.

- 13.3 Governance

Each regional forum or special interest group will be facilitated in partnership with the executive committee. The coordination committee report to the executive committee through a nominated executive member.

- 13.4 Funding

- 14.4.1 The regional forum will apply to the executive committee through an established process for approval and reimbursement of funding to support activities.

- 13.5 Financial Reporting

- 14.5.1 Invoices and receipts will be provided to the executive committee

- 14.5.2 The financial status of the regional forum will be reported in the college annual accounts.

## **14. NZNO ANNUAL GENERAL CONFERENCE**

The delegates to the NZNO annual general conference shall be the Chair or a deputy and one other committee member. (NZNO Constitution Clause 27)

## **15. OBLIGATIONS**

- 15.1 Only the executive Chair or his/her delegated representative shall speak on behalf of the college.
- 15.2 The Chief Executive Officer (CEO) of the NZNO will be informed prior to any significant communication with external organisations or the media.
- 15.3 Communication with national, international organisations or government departments shall initially be through the NZNO CEO.
- 15.4 The NZ Nurses Organisation will be promoted through the college.
- 15.5 The college will be identified as a part of NZNO clearly in the college logo, communications and publications.

## **16. INTERPRETATION**

- 16.1 The rules of the college are subject to confirmation by NZNO, whose Board of Directors may from time to time require changes in the interests of good governance of NZNO.
- 16.2 Where any matter is not provided for in these Rules, the Constitution of NZNO shall apply to the extent of the powers of relevant section outlined in Schedule Seven outlined in the NZNO Constitution.

## **17. WINDING UP**

In the event of the C&S dissolution, the administration of all the assets, liabilities and properties etc shall be transferred to Board of Directors of the NZNO (Inc.).

March 2023 – to be reviewed by CE