



Day Surgery Nurses Association Of South Australia Constitution 2016

DSNASA Constitution

MISSION STATEMENT

'ILLUMINATING EDUCATION INTO PRACTICE FOR BETTER HEALTH OUTCOMES'

1. NAME

The name of this Association shall be the:

"Day Surgery Nurses Association of South Australia Incorporated".
DSNA SA

2. AIM

This Association Aims to: promote excellence in health care provision in the day surgery setting by assisting its members to maintain ongoing professional development and to foster healthy inter-professional relationships. The success of the Association depends on the continued support of the members, a willingness to participate and develop communication links to benefit all concerned.

3. OBJECTIVES

- To promote the free exchange and dissemination of knowledge, expertise and developments in all areas of Day Surgery and Day Procedures.
- To provide opportunities for education for nurses who work in Day Surgery or are involved in the peri-operative care of Day Surgery patients and any other nurses with an interest in Day Surgery.
- To encourage recognition for the specialty of Day Surgery Nursing within the Health Industry and communities.
- To co-operate with the nursing and medical professions in the pursuit of quality improvement.
- To form a link with similar organisations in Australia and overseas.
- To foster good fellowship between members.
- To enable another objective to be adopted from time to time which are not inconsistent with the above objectives.

4. MEMBERSHIP AND FEES

- Membership shall be open to all Registered Nurses, Midwives, Enrolled Nurses registered with Australian Health Practitioner Regulation Agency (APHRA), and nursing students.
- Membership and Sponsorship from Trades relevant to Day Surgery will be considered.
- Application for membership shall be made on the prescribed form as determined by the Committee. Application shall be lodged with the Treasurer who shall send an acknowledgement of acceptance on the payment of the prescribed membership fee.
- The acceptance of such application is vested in the Committee, who shall advise the applicant of acceptance and membership shall commence on the payment of the prescribed fees. The management committee reserves the right to reject any application if not meeting membership criteria.
- Membership fees shall be fixed by the Committee and shall be in force for the ensuing membership year. Membership year is to be from July 1 to June 30.
- A member who has not paid the annual subscription or any other dues or levies will be deemed unfinancial and shall not be entitled to:-
 - Vote at any meeting.
 - Hold any Office in the Association.
 - Free or subsidised education events
 - Free publications
- A member may resign from the Association and such resignation must be given in writing to the Treasurer of the Association with the understanding that no fees in whole or in part are redeemable.

5. MEMBERS

5 A) Members Conduct

- Members will conduct themselves at all times with decorum and observe all rules, by-laws and regulations with respect to attitude and decorum of the governing body of the premises at which they are attending.
- Membership may be terminated or suspended by the committee of the Association for breach of any rule of the Association.
- Before any member is expelled, his/her conduct shall be enquired into by the committee, and the member will be given the opportunity to explain and justify his/her conduct to the committee.
- An appeal against such a termination or suspension may be made to the committee meeting, in writing within fourteen (14) days of such a decision being made.

5 B) Voting Rights at AGM

- All members have equal voting rights and will be entitled to one vote each
- Eligibility for a member to vote will include :-
 - A member must be a current financial member (in accordance with clause -4(vi))
 - b) A member may arrange a proxy vote: (see Proxies 5D)
- III. Subject to these rules, a question for decision at a general meeting, other than a special resolution , i.e. dissolution(see Clause 14), must be determined by a majority of members who vote in person or, where proxies are allowed, by proxy, at that meeting.
- IV. Voting will be from a show of hands, including a proxy vote, unless a secret ballot is called for by the committee.

5 C) Honorary Life Member

- Honorary Life Member means a member, nominated by the Committee, who has made an outstanding contribution to the Association and is dedicated to the promotion of the aims of the Association.
- Honorary Life Member:
 - Shall be exempt from payment of the subscription fee
 - Shall be entitled to receive newsletters, journals and all other communications relevant to members
 - May vote at any meeting
 - May attend any meeting of the Association

5 D) Proxies

- I. A member shall be entitled to appoint in writing a natural person who is also a member of the association to be their proxy in their absence, whom may attend and vote at any general meeting of the association.

6. MEETINGS

6 A) Annual General Meetings (AGM)

- The Annual General Meeting shall be held within four (4) months of the financial year, and all financial members shall be given at least twenty eight (28) days' notice of such meeting.
- The quorum for the AGM shall be fifteen percent (15%) of financial members of the Association within 30 minutes of the meeting commencement.
- The Annual Report and financial statements shall be presented to the members attending the AGM.
- The statement of Inspection by an external auditor shall be presented to the members attending the AGM.
- Members shall be advised in writing (postal or electronic means) with at least fourteen (14) day's notice of proposed or pending changes to the Constitution or rules of the Association.
- The AGM shall be empowered to alter, amend, delete or add to the Constitution or rules of the Association, provided that such alteration, amendment or addition shall be given in writing to the Secretary. The alteration, amendment, deletion or addition, to be effective, must be approved by at least a majority vote including both proxy and attending votes, of those in attendance at the meeting

6 B) Educational Events

Educational events may include evenings held a minimum of twice a year as well as half day/full day events at the discretion of the committee. Educational events may also include other state or national body events.

- Members and invited guests are permitted to be present at education events along with other interested parties after the nominated fee set by the committee is paid.
 - The organisation may sponsor members to attend a convention or education event that the organisation deems appropriate or provide educational resource requests. The frequency and degree of sponsorships is subject to fund availability and agreement by the committee. The selection criteria will include the following:
 - a. Be a financial member for 2 or more years
 - b. Practiced within a day surgery setting for at least 12 months
- III. Funding /sponsorship amounts will be set at the discretion of the Management.
Further information is available in the Sponsorship Grant Guidelines

6 C) Special General Meetings

- A Special General Meeting may be called at the request of the President or Secretary or any two members of the Committee, or at the written request of four (4) financial members of the association. These meetings will be titled to identify the reason for the meeting.

- Such meetings will be held within thirty (30) days of such request, and all members shall be notified in not less than fourteen (14) days prior to such a meeting, in a communication means deemed appropriate to that member.

7. ELECTION OF THE MANAGEMENT COMMITTEE

- The election of the President and Committee members for the ensuing twenty four (24) months shall be by the financial members at the AGM. General members eligible to vote are eligible for election to the Committee.
- The newly elected Committee shall assume responsibility as soon as practical following the AGM. The outgoing members will attend the next Committee Meeting to provide handover of the role, information, responsibility and any business attached to their position to the newly elected committee.
- The President will be elected by the members at an AGM.
- Nomination for each candidate for election as Committee Member shall be proposed and seconded respectively by two (2) financial members at the AGM.
- Each Office Bearer and/or Committee Member is eligible for re-election.
- Contested offices shall be subject to secret ballot by the members voting at such a meeting with the successful candidate receiving at least fifty percent plus one (50% + 1) votes from voting members present at the meeting.

8. COMMITTEES

8 A Committee

- The business and affairs of the Association shall be under the control of the Committee.
- The Committee may exercise all powers of the Association which it considers necessary to carry out the objectives of the Association.
- The Committee shall comprise of:-
Office Bearers: whom should be different
 - President
 - Secretary

- Treasurer

Office bearer/s may hold other committee roles as required

Committee roles may include:

- President Elect
 - Education Portfolio
 - Journal Liaison
 - 1st Australian Day Surgery Nurses Association (ADSNA) Representative
 - 2nd ADSNA Representative
 - Trade Sponsorship Liaison
 - Treasurer Elect
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- The Committee shall contain a mix of representatives from a public hospital, private hospital and a freestanding unit, whenever possible. These members must be financial members elected by the general membership. members
 - During extended leave the office bearer/role bearer shall hand all duties to another Committee member
 - Should any vacancy occur, other than in the normal course of elections, the committee may fill such vacancy from the financial members of the Association, and such member so appointed shall hold office until the next AGM.
 - Members of the Committee who have been absent for three (3) consecutive meetings will be requested to stand down from their position, unless by leave of absence granted by the committee.
 - The Committee shall meet at least six times a year or more often if necessary to conduct the business of the Association. The President or the Secretary or two (2) Committee Members shall have the power to call a meeting of the Committee.
 - The President shall chair all meetings. In the President's absence another Committee member nominated by the President shall chair the meeting.
 - The quorum for Committee Meetings shall be fifty percent + one (50% + 1) members present in person or via teleconference.

8 B) Sub Committees

- The 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.
- The President, Secretary and Treasurer shall be ex-officio members of all such sub-committees.
- Any sub-committee so appointed shall at all times be and remain subject to the overriding authority of all committee members.

- All sub-committees will elect their own chairperson.
- All sub-committees shall provide a report to the Committee on recommended actions and outcomes.

8 C) Voting Rights

I. All Committee members have equal voting rights except the President, who will have a casting vote.

8 D) Terms of Office

I. Committee Members will be elected for a period of two (2) years with a right to renewal.

9. OFFICE DUTIES

9 A) President.

- Shall represent the Association on official business.
- Shall preside at all Association Committee Meetings of the Association
- Shall act as chairperson at all committee meetings
- Shall present to the AGM a report of activities and business that have significantly affected the affairs of the Association.
- In conjunction with the Treasurer ensure financial institution account signatories who no longer have signatory rights, are removed and new signatories are added at the current financial institution. This may occur when members resign, are elected or change positions within the committee

9 B) Secretary

- Shall keep an accurate record of proceedings of all Committee meetings.
- Shall ensure all notices of meetings and such other notices as required by the Committee are issued.
- Shall receive and present to the Committee all correspondence on behalf of the Association.
- All correspondence in relation to matters of the Association shall be directed to the Secretary to allow for tabling at Committee meetings.

VI. Minutes must be moved at each meeting when a quorum is present and copies kept electronically.

VII. The books and/or electronic records containing the minutes of proceedings of any general meetings or of a meeting of the committee must be kept in the custody of the Secretary or Officer of the Committee..

VIII. The books/electronic records containing the minutes of proceedings of general meetings must be made available for inspection by any member without charge

9 C) Treasurer

- I. Shall receive all monies and issue receipts for same.
- II. Shall bank such receipts in an approved account at a financial institution approved by the Committee at the earliest reasonable opportunity.
- III. Shall maintain an accurate accounting record of all monetary transactions of the Association, and make this available for inspection by members.
- IV. Shall prepare an Annual Balance Sheet and Statement of Inspection of accounts for presentation to the AGM.
- V. Shall keep a register of all financial members.
- VII. Shall generate invoices/emails to current members for financial year membership fees

9 D) Spokesperson

- Spokesperson for this Association will be the President.

10. AUSTRALIAN DAY SURGERY NURSES ASSOCIATION (ADSNA)

- The Committee will nominate two (2) members of the Committee as Representatives to ADSNA, both of whom shall be a full financial member of DSNA SA and a current Committee Member The first and official voting representative shall, where possible, have served a minimum of two (2) years on the DSNA SA.
- The term of office for the ADSNA representative will be for a minimum of two (2) years.
- Reasonable expenses will be reimbursed by ADSNA for the 1st Representative and by DSNA SA for the 2nd Representative for travel requirements and other expenses properly incurred by them in attending and returning from ADSNA meetings.

12. AMENDMENTS TO THE CONSTITUTION

I. This shall be the only constitution of the Day Surgery Nurses Association of South Australia and shall come into force forthwith. It shall not be altered, varied, added to or repealed unless a majority vote of financial members present at an Annual General Meeting or a Special General Meeting specially convened for that purpose, are in favour of such alteration, variation, addition or repeal. For this to occur there must be a quorum at the meeting including proxy votes. Following the agreement of contextual changes, all due care must be taken to ensure grammatical /presentational corrections are made with final proofing performed by the committee, prior to the final ratification by the committee and prior to lodgement.

II. The amended and finalised constitution should preferably be lodged with the Office of Business and Consumer Affairs, (or its equivalent should this change) within three weeks of such finalisation by the Public Officer

13. FINANCE

- The financial year shall be the fiscal year (ending June 30th).
- Financial records should be audited by an external auditor each financial year.
- All withdrawal forms/cheques must be approved by the Treasurer and one other nominated signatory.
- Nominated signatories shall include the Treasurer and at least one other office bearer.
- Electronic banking to reimburse expenses and payment of accounts will be permitted when such expenditure has been approved by the Management Committee.
- All expenditure must be tabled to the Management Committee with receipts presented.
- Is a Not for Profit Organisation
The property, assets and income of the Association, wherever derived, shall be applied towards the promotion of the objectives of the Association. No portion thereof shall be paid or transferred, either directly or indirectly, by way of dividend bonus or profit to members of the Association. It is assumed that nothing herein contained shall prevent payment in good faith, or remuneration to any officers or members of the Association in return for services actually rendered, nor prevent the payment of interest on money borrowed from any member of the Association.

14. DISSOLUTION OF THE ASSOCIATION

Resolution to wind up must be by a special resolution, this means that the resolution will be passed at a duly convened meeting of the members of the association with the following being met:

- At least 21 days written (electronic or postal) notice specifying the intention to propose the resolution as a special resolution has been given to all members of the association
- A resolution for dissolution shall be passed by a majority of not less than three quarters of such members of this association as, being entitled to do so, vote in person or by proxy at that meeting
- The Committee at that time or at a future date specified shall discharge all liabilities and/or release all property of the Association by auction. All surplus funds after payment of all debts shall be forwarded to a community association or charitable institution nominated by the meeting at which the dissolution is passed.