Day Surgery Nurses Association
Of
South Australia
Constitution 2013

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” (DSNASA)

2. (A) AIM

The Association aims to promote excellence in health care provision in the day surgery setting by assisting its members to maintain ongoing professional development and foster healthy interprofessional 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.

2. (B) OBJECTIVES

I. To promote the free exchange and dissemination of knowledge, expertise and developments in all areas of Day Surgery and Day Procedures.

II. 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.

III. To encourage recognition for the specialty of Day Surgery Nursing within the Health Industry and communities.

IV. To co-operate with the nursing and medical professions in the pursuit of quality improvement.

V. To form a link with similar organisations in Australia and overseas.

VI. To foster good fellowship between members.

VII. And any other objective which may be adopted from time to time which are not inconsistent with the above objectives.

VIII. Non Profit Voluntary Organisation.

3. MEMBERSHIP AND FEES

I. Membership shall be open to all Registered Nurses, Midwives, Enrolled Nurses and students registered with the Nursing & Midwifery Board of Australia.

II. Membership and Sponsorship from Trades relevant to Day Surgery will be considered.

III. Application for membership shall be made on the prescribed form as determined by the Management Committee. Application shall be lodged with the Treasurer who shall send an acknowledgement of acceptance on the payment of the prescribed membership fee.
IV. The acceptance of such application is vested in the Management 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.

V. Membership fees shall be fixed by the Management Committee and shall be in force for the ensuing membership year. Membership year is to be from July 1 to June 30.

VI. A member who has not paid the annual subscription or any other dues or levies shall not be entitled to:-
   a. Vote at any meeting.
   b. Hold any Office in the Association.

VII. Any 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.

4. MEMBERS

4. (A) Members Conduct

I. Members will conduct themselves at all times with decorum and observe all rules, by-laws or regulations with respect to attitude and decorum of the governing body of the premises at which they are attending.

II. Membership may be terminated or suspended by the management committee of the Association for breach of any rule of the Association.

III. Before any member is expelled, his/her conduct shall be enquired into by the management committee, and the member given the opportunity to explain and justify his/her conduct to the committee.

IV. An appeal against such a termination or suspension may be made to the management committee meeting, in writing within fourteen (14) days of such a decision being made.

4. (B) Voting Rights at AGM

I. All members have equal voting rights – whom shall all be entitled to one vote.

II. Eligibility to vote by a member will include the following:-
   a) A member must be a current financial member (in accordance with clause 3(vi))

III. Voting may be a show of hands unless a secret ballot is called for by the committee.

IV. Members are not entitled to vote by proxy.

4(C) Honorary Life Member
I. An Honorary Life Member means a member, nominated by the Management Committee, who has made outstanding contributions to the Association and is dedicated to the promotion of the Aims of the Association.

II. Honorary Life Member:
   a. Shall be exempt from payment of the subscription fee
   b. shall be entitled to receive newsletters, journals and all other communications relevant to members
   c. may vote at any meeting
   d. may attend any meeting of the Association

5. MEETINGS

5(A) Annual General Meetings

I. 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.

II. The quorum for the Annual General Meeting shall be fifteen percent (15%) of financial members of the Association within 1/2 hour of meeting commencement.

III. The Annual Report and financial statements shall be presented to the members attending the Annual General Meeting.

IV. The statement of Inspection by the external auditor shall be presented to the members attending the Annual General Meeting.

V. Members shall be advised (either in writing or electronically) with at least fourteen (14) day’s notice of proposed or pending changes to the Constitution or rules of the Association.

VI. The Annual General Meeting 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 of the voting membership present at the meeting.

5(B) Educational Events

Educational events may include evenings held 3 times a year as well as other events at the discretion of the management committee. Educational events may also include other state or national body events as DSNASA remains part of Australian Day Surgery Nurses Association of Australia

I. Members and invited guests shall be permitted to be present at Education events.

II. The association aims to provide sponsorship for at least two members a year to attend a convention or education event. The frequency and degree of sponsorships is subject to fund availability and agreement by the committee. The selection criteria will include the following:
a. Must be a financial member of our association for 2 or more years
b. Must be practicing in day surgery setting for at least 12 months
c. Have not been in receipt of financial assistance grant from DSNASA in the preceding 2 years.
d. Applicant shall submit any information about any application for funding from alternative source(s)
e. Applicant will provide information on the educational programme, registration and travel costs and purpose of attendance.
f. Applicant will be prepared to provide an oral or written presentation at a DSNASA Educational meeting
g. Applications will be addressed at the first committee meeting following receipt of the application with all supporting documentation.
h. Application will be reviewed by committee and the applicant notified within 5 weeks of this review.
i. The Educational Programme will be expected to be completed within 6 months of the grant receipt.

III. Fees for the educational events will be set at the discretion of the Management.

5(C) Special General Meetings

I. 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.

II. 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.

6. ELECTION OF THE MANAGEMENT COMMITTEE

I. The election of the President and Committee members for the ensuing twenty four (24) months shall be by the financial members at the Annual General Meeting. General members eligible to vote are eligible for election to the Management Committee.

II. The newly elected Committee shall assume responsibility as soon as practical following the Annual General Meeting. The outgoing members will attend the next Committee Meeting to provide a handover of the role, information and responsibility and any business attached to their position to the newly elected committee.

III. The President will be elected by the members at an Annual General Meeting.

IV. Nomination for each candidate for election as Committee Member shall be proposed and seconded respectively by two (2) financial members at the Annual General Meeting.
V. Each Office Bearer and/or Committee Member is eligible for re-election, subject to the provisions of clause 7(d) hereof.

VI. 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.

7. COMMITTEES

7. (A) Management Committee

I. The business and affairs of the Association shall be under the control of the Management Committee.

II. The Management Committee may exercise all powers of the Association which it considers necessary to carry out the objectives of the Association.

III. The Management Committee shall comprise of:-
Office Bearers: should ideally be different members
   a) President
   b) Secretary
   c) Treasurer

Committee Members
Office bearer/s may hold other committee roles as required
Committee roles may include:
   a) President Elect
   b) Education Portfolio
   c) Journal Liaison
   d) 1st Australian Day Surgery Nurses Association (ADSNA) Representative
   e) 2nd ADSNA Representative
   f) Trade Sponsorship Liaison
   g) Treasurer Elect

All committee members shall be guided by the Role descriptions developed and reviewed by the committee each year

IV. The Management 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.

V. Should any vacancy occur, in the Management Committee or Office Bearers of the Association 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 Annual General Meeting.

VI. Members of the Management 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.
VII. The Management 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.

VIII. The President shall chair all meetings. In the President’s absence another Management Committee member nominated by the President shall chair the meeting.

IX. The quorum for Committee Meetings shall be fifty percent + one (50% + 1) member present in person or via teleconference.

X. Management Committee will understand and adhere to strict confidentiality of members personal details, giving them to no others internally or externally

7. (B) Sub Committees

I. The Management 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.

II. The President, Secretary and Treasurer shall be ex-officio members of all such sub-committees.

III. Any sub-committee so appointed shall at all times be and remain subject to the overriding authority of the Management Committee.

IV. All sub-committees will elect their own chairperson.

V. All sub-committees shall provide a report to the Management Committee on recommended actions and outcomes.

7. (C) Voting Rights

I. All Committee members have equal voting rights except the President, who will have a casting vote. Proxy vote will not be allowed as the committee does not have proxies.

7. (D) Terms of Office

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

8. OFFICE DUTIES

8. (A) President

Shall preside at all Association Management Committee Meetings of the Association.

I. Shall represent the Association on official business, and as such, shall otherwise be recognised as the Public officer.( Form 10 must be lodged with the Office of Consumer and
Business Affairs within one month after any change in the identity or address of the public officer)

II. Shall act as chairperson at all committee meetings subject to the provisions of clause 6(A)

VIII. Shall present to the Annual General Meeting a report of Activities and business that have significantly affected the affairs of the Association.

IV. Shall prepare a report and send stating South Australian activities and membership numbers to the Australian Day Surgery Nurses Association Committee for publication in the journal three times a year.

V. Will ensure with the Treasurer that financial institution account signatories who no longer have signatory rights are removed from the signature card and new signatories are added at the current financial institution. This may occur when members resign, are elected or change positions within the committee

8. (B) Secretary

I. Shall keep an accurate record of proceedings of all Management Committee meetings.

II. Shall ensure all notices of meetings and such other notices as required by the Committee are issued.

III. Shall receive and present to the Committee all correspondence on behalf of the Association.

IV. All correspondence in relation to matters of the Association shall be directed to the Secretary to allow for tabling at Management Committee meetings.

V. During extended leave the Secretary shall hand all duties to another Management Committee member.

VI. Minutes must be moved at each meeting when 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 by 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
8. (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 Annual General Meeting.

V. Shall keep a register of all financial members.

VI. Will liaise with Trade Liaison Officer to ensure trade are invoiced correctly.

VII. Shall Generate Invoices to current members at the end of March.

VIII. Will seek approval of any new forms or promotions from committee before commencing.

IX. Will liaise with President, Secretary and Web Master to ensure membership forms are up to date with dates and pricing.

X. Will ensure with the President that financial institution account signatories who no longer have signatory rights are removed from the signature card and new signatories are added at the current financial institution. This may occur when members resign, are elected or change positions within the committee.

8. (D) Spokesperson

I. Spokesperson for this Association will be the President.

9. DAY SURGERY NURSES ASSOCIATION

I. The Committee will nominate two (2) members of the Committee as Representatives to the Australian Day Surgery Nurses Association. (ADSNA).

II. The term of office to the Australian Day Surgery Nurses Association will be for a minimum two (2) years.

III. Reasonable expenses will be reimbursed by ADSNA for the 1st Representative and by DSNASA for the 2nd Representative for travel requirements and other expenses properly incurred by them in attending and returning from ADSNA meetings.

IV. The SA committee will endeavour to source at least eight prospective articles a year of which at least three of these are to be submitted for publication in the Australian Day Surgery
Association Journal. If possible a report will be provided to the 1st Rep to table at ADSNA meetings.

10. CRITERIA FOR SELECTION OF REPRESENTATIVE TO THE AUSTRALIAN DAY SURGERY NURSES ASSOCIATION COMMITTEE

I. Shall be a full financial member of the Day Surgery Nurses Association of South Australia and is a current Committee Member.

II. The first and official voting representative shall, where possible, have served a minimum of two (2) years on the Committee and have demonstrated their ability to represent the Day Surgery Nurses Association of South Australia.

III. The second representative must be a Committee Member and have demonstrated their ability to represent the Day Surgery Nurses Association of South Australia.

11. 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 fifty percent plus one 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. Following agreement of contextual changes, all due care may be taken to ensure that grammatical/presentational corrections are made with final proofing by committee prior to final ratification by management committee 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.

12. FINANCE

I. The financial year shall be the fiscal year (ending June 30th).

II. Financial records should be audited by an external auditor each financial year.

III. All withdrawal forms/cheques must be approved by the Treasurer and one other nominated signatory.

IV. Nominated signatories shall include the Treasurer and at least one other office bearer.

V. Electronic banking to reimburse expenses and payment of accounts will be permitted when such expenditure has been approved by the Management Committee.

VI. All expenditure must be tabled to the Management Committee with receipts presented.
VII. 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 generally of the Association. Provided 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.

13. DISSOLUTION OF THE ASSOCIATION

I. A resolution for dissolution shall be passed by at least fifty percent plus one (50%+ 1) of the voting members at a Special/Annual General Meeting.

II. The Management Committee at that time or at a future date specified shall discharge all liabilities; release all property of the Association by auction. All surplus funds after payment of all debts should be forwarded to a community association or charitable institution nominated by the meeting at which the dissolution is passed.