

*OTORHINOLARYNGOLOGY,
HEAD & NECK NURSES GROUP
CONSTITUTION*

APRIL 2008



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1.0 TITLE

The name of the group shall be “Otorhinolaryngology, Head & Neck Nurses Group,” and may be referred to as the “Group” or “OHNNG”.

2.0 MISSION

It is the mission of OHNNG to promote excellence in Otorhinolaryngology, Head & Neck Nursing (ORL and HN) and patient care. It strives to achieve this by acting as a resource and link to all ORL and HN nurses irrespective of their geographical location or area of practice. OHNNG facilitates the development and dissemination of research and resources in collaboration with all medical and allied health staff which contribute to the advances in ORL and HN.

3.0 OBJECTIVES

To increase understanding, knowledge and skill in Otorhinolaryngology, Head & Neck nursing

To establish and promote Otorhinolaryngology, Head & Neck nursing as a specialised field.

To keep members of the group informed of the latest trends and developments in Otorhinolaryngology, Head & Neck surgery, nursing and equipment.

To act as a resource group for peers as requested from within the group and collaborative bodies.

To facilitate, encourage and provide an avenue for personal and professional communication and interaction between ORL and HN.

To develop links with organisations with similar objectives nationally and overseas.

4.0 MEMBERSHIP

4.1 Ordinary Member

4.1.1 Any Registered Nurse or Enrolled Nurse currently engaged in Otorhinolaryngology, Head & Neck Nursing either in a full time or part time capacity.

4.1.2 Any Registered Nurse or Enrolled Nurse with Otorhinolaryngology, Head & Neck nursing experience, who has an interest in and a desire to maintain contact and keep up with current knowledge and trends.

4.2 Associate Member

Any national or international nurse, student nurse, company representative or Allied health professional who has an interest in or desire to further his/her knowledge of Otorhinolaryngology, Head & Neck nursing.

An associate member is not eligible to vote, hold office, seek members' concession rates for meetings or apply for sponsorship.

4.3 Register of Members

4.3.1 Membership to the group shall be renewable at the beginning of each calendar year.

4.3.2 The committee shall cause a register to be kept in which shall be entered the names and postal address of all persons admitted to membership of the group, the dates of their admission, organisation of employment, current position held, and any particulars deemed to be necessary, for the exclusive use of the group.

- 4.3.3 The membership data base will be maintained by the Executive Secretary.
- 4.3.4 Any member not paying their annual membership within 3 months of receiving a first and final reminder notice shall be deemed not financial and no longer entitled to membership and membership benefits.
- 4.3.5 A reminder notice may be incorporated in the second edition for the year, of the Group's "SCOPE".

4.4 **Life Membership**

Life membership of the group shall be awarded for

- 4.4.1 Recognition of service
- 4.4.2 Voted for and carried at the annual general meeting
- 4.4.3 Nominated by the president
- 4.4.4 Life membership will entitle the recipient/ recipients for lifelong membership with no annual fee required
- 4.4.5 Life membership will allow the recipients all of the benefit/benefits awarded to current financial members

4.5 **Membership Fee**

- 4.5.1 The Executive shall review the annual fee payable for existing and new members annually.
- 4.5.2 Membership fee shall be determined, confirmed and published in the minutes at AGM.
- 4.5.3 That the fee for associate membership be two thirds of the agreed full Membership fee.

4.6 **State Groups**

- 4.6.1 State Coordinators will be elected for a 12 month term at the AGM. Renewable if not opposed.
- 4.6.2 Regular educational meetings throughout the year will be held within the states and reported back to the Executive committee by the state coordinator.

5.0 **EXECUTIVE COMMITTEE**

- 5.1 The Executive shall comprise of the President, Honorary Secretary and Honorary Treasurer – all of whom shall be "full financial or life" members of the group.

5.2 **Role and Responsibility of the President:**

The President is responsible for and will:

- 5.2.1 Co-ordinate the activities of the group.
- 5.2.2 Preside at all committee meetings or nominate a chairperson if he/she is unable to attend.
- 5.2.3 Compile an agenda for meetings in conjunction with the Honorary Secretary.
- 5.2.4 Cast a deciding vote in issues not resolved by a majority vote.
- 5.2.5 Present a report of activities of the Management Committee at the Annual General Meeting.
- 5.2.6 Act as an official spokesperson for the group in matters pertaining to Otorhinolaryngology, Head & Neck Nursing.
- 5.2.7 Act as a resource person with other professional groups and bodies. Compile and maintain a document file on all activities of the group.

5.3 Responsibility of the Secretary

The Secretary is responsible for and will:

- 5.3.1 Accurately record all business of the group transactions at all meetings of the group in appropriate books.
- 5.3.2 Present typed minutes of each meeting to the President.
- 5.3.3 In conjunction with the President, prepare an agenda for each meeting.
- 5.3.4 Circulate an attendance book at each meeting
- 5.4.5 In co-ordination with the President, arrange venues for all meetings.
- 5.3.6 Keep a record of all inward and outward correspondence in a correspondence register or file.
- 5.3.7 Forward incoming monies to the Honorary Treasurer.
- 5.3.8 Draw to the attention of the President any correspondence requiring urgent attention.
- 5.3.9 Present inward and outward correspondence at the committee meetings.
- 5.3.10 Write letters on behalf of the group as directed by the President and or the meeting.
- 5.3.11 Send notices of the Annual General Meeting to all members at least one (1) month prior to the meeting date.
- 5.3.12 Have copies of the Constitution available to members.
- 5.3.13 Maintain the Constitution and its Appendix in an up to date state.

5.4 Responsibility of the Treasurer

The Treasurer is responsible for and will:

- 5.4.1 Be responsible to the group for the monies.
- 5.4.2 Maintain an accurate record of all receipts and expenditure of the group in appropriate books/computers files for auditing purposes.
- 5.4.3 Attend to payment of accounts for debts incurred by the group after –
 - 5.4.3.1 Presentation of accounts for payment at each meeting
 - 5.4.3.2 Seeking approval from (1) other member of the Executive for accounts requiring payment prior to a committee meeting.
- 5.4.4 Issue receipts for all monies received, or when monies allocated to members of the group for fulfilment of responsibilities. Records are to be kept
- 5.4.5 Collect, record and receipt all monies received in relation to annual subscription to the group.
- 5.4.6 Maintain a detailed statement of all Petty Cash Payments.
- 5.4.7 Prepare and present a financial statement of representation at each meeting of the executive, copies of which are to be forwarded to the President and Secretary.
- 5.5.8 Present account books of the group to the nominated Auditor prior to the Annual General Meeting - a statement of which is to be tabled at that meeting.

6.0 MANAGEMENT COMMITTEE

- 6.1 The Management Committee shall consist of the Executive committee and a minimum of four (4) members elected annually at the Annual General Meeting. (Preferably has representation from all states)
 - 6.1.1 Each state coordinator will be expected to contribute and expend a reasonable and timely effort in carrying out the mission and objectives of the Group.
 - 6.1.2 It will be the responsibility of the state coordinator to coordinate and convene the Group's Annual National Conference held concurrently with the National

- Surgical meeting (ASOHNS) in the state of choice for that year.
- 6.1.3 Reimbursement for attendance at one educational ORL& HN meeting will be paid, at the discretion of the Executive Committee, for recognition of this service.
 - 6.1.4 Any member of the Management Committee may resign from the committee at any time giving notice in writing to the Secretary.
- 6.2 Vacancies of the Management Committee:
- 6.2.1 All members shall be notified of the election for the Management Committee in a notice which specifies the positions and the opening and closing dates of the nominations.
 - 6.2.2 For any casual vacancy of the Management Committee, nominations shall be called for, and election to be held at the next General Meeting. Appointment shall be until the next Annual General Meeting.
- 6.3 The Management Committee shall be empowered to form sub-committees as required and to approach any member to assist with the efficient management of the group or for special projects as required.
- 6.4 Monies
- 6.4.1 It is the responsibility of the Management Committee to control the spending of monies. The Otorhinolaryngology, Head & Neck Nurses Group shall not be in debt to the Management Committee members or group members for expenses incurred on behalf of the group.
 - 6.4.2 The elected Honorary Treasurer shall keep a record of all monies collected or raised by the group. This shall be receipted and deposited promptly into a bank or other institution approved by the Management Committee.
 - 6.4.3 The Honorary Treasurer will keep a record of all monies spent in an account book, where possible supported by accounts. Withdrawal of monies spent will also be in an account book, where possible supported by accounts. Withdrawal of monies is to be authorised by the Executive Committee.
 - 6.4.4 An Honorary Auditor shall be appointed at the Annual General Meeting and he/she shall audit the Annual Statement of Account and Balance Sheet and shall certify to the correctness of same before they are tendered to the Annual General Meeting or as to the requirement by law.

7.0 SPONSORSHIP

- 7.1.1 Educational sponsorship as determined by the executive committee will be awarded by the committee to any full financial member toward ORL & HN education purposes upon receipt of proof of expenses incurred.
- 7.1.2 Proposal for educational endeavour including costing, length of course, and where education will be undertaken, shall be forwarded to the Executive committee prior to the endeavour.

8.0 COMMON SEAL

The common seal of the group shall remain the sole use of the group and not affixed to any instrument except by the authority of the National Executive.

9.0 GENERAL MEETINGS AND ANNUAL GENERAL MEETING

General Meetings

9.1 9.1.1 Regular meetings of the Otolaryngology, Head and Neck Group shall be held at least every two (2) months from February to November each year.

Annual General Meeting

9.2.1 The Annual General Meeting will be held no later than 30th April each year. Notices will be required to be sent out to all members at least one (1) month before, stating venue, date and time.

9.2.2 The business of the Annual General Meeting shall be the presentation of annual reports, and audited financial statements, the election of Executive and Management Committees, and any other business as may be brought forward.

Quorum

The quorum necessary to conduct business shall be:

Committee Meetings – five (5) members (2) Executive members)

Annual General Meeting – fifteen (15) members. Two (2) Executive members

10.0 ALTERATION OF THE CONSTITUTION

This constitution may be amended, rescinded or added to at an Annual General Meeting, or an Extraordinary General Meeting. The Honorary Secretary shall give notice of alteration one month before such meeting. Motion to alter the constitution is carried by a majority of 2/3^{rds} of the votes cast by the voting members present.

11.0 PROXY VOTES

At all meetings, the President shall accept written proxy votes from members unable to attend.

12.0 DISSOLUTION OF THE GROUP

12.1 The Otorhinolaryngology, Head & Neck Nurses Group shall be dissolved:

12.1.1 In the event of the membership falling below four (4) persons

12.1.2 If $\frac{3}{4}$ of the members present, including proxy votes, vote in favour of such a motion at an Extraordinary General Meeting which has been called for that purpose.

12.2 Any assets remaining after all liabilities have been discharged shall be disposed of by donating the entire amount to the Queensland Cancer Foundation.

13.0 POWERS OF THE ASSOCIATION

The powers of the association are subject to the powers conferred by section 25 of the Act and its rules

13.1.1 appoint agent to transact any business of the association on its behalf and

13.1.2 enter into any other contract it considers necessary or desirable.

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