

# **Australian and New Zealand Society for Vascular Nursing**

## **Bylaws**

### **Article 1**

#### **Name and Affiliation**

##### **Section 1:**

*The name of the organization shall be Australian and New Zealand Society for Vascular Nursing.*

##### **Section 2:**

*Australian and New Zealand Society for Vascular Nursing (ANZSVN) shall be a non-profit body, organised and administered by an Australian and New Zealand committee.*

### **Article 2**

#### **Mission and Goals**

##### **Section 1: Mission Statement**

*The ANZSVN is a professional nursing organization dedicated to promoting excellence in the nursing care of individuals with vascular disease by providing quality education, fostering clinical expertise, supporting nursing research and contributing to the prevention of vascular disease.*

##### **Section 2: Goals**

*The Objectives of the ANZSVN shall be to:*

- *Represent Australian & New Zealand Vascular Nurses as a professional body and assume a leadership role in the advancement and promotion of the specialty of vascular nursing.*
- *Promote an Australian & New Zealand network of nurses and health care professionals with an interest, through a website, newsletters, conferences and the facilitation of regional groups.*
- *Liaise and collaborate with national and international professional bodies and individuals who share concern and interest for people with vascular disease.*
- *Enhance public awareness of vascular disease and encourage members to be active within the field of vascular health education and health promotion.*
- *Assume the leadership role in defining and advancing the evidenced-based education of nurses involved in the care of patients with vascular disease.*
- *Facilitate and encourage vascular nursing research.*

### **Section 3: Powers of the ANZSVN**

*For the purpose of carrying out its objectives, the ANZSVN may, subject to the Act and its regulations:*

- *Open and operate bank accounts,*
- *Invest its monies-*
  - a) *in any security in which trust monies may, by Act of Parliament, be vested,*
  - b) *in any other manner authorized by the Bylaws of the ANZSVN*
- *Raise, accept, borrow, lend, or donate any monies, gifts or properties upon such terms and conditions as the ANZSVN deems appropriate*
- *Give such security for the discharge of liabilities incurred by the ANZSVN as the ANZSVN sees fit*
- *Appoint agents to transact any business of the ANZSVN on its behalf (including an auditor)*
- *Enter into any other contract the ANZSVN considers necessary or desirable*
- *Print, publish or otherwise produce any journals, periodicals, newsletters, books, leaflets or educational material that the ANZSVN believes of value for the promotion of its objectives.*
- *Do all such other things incidental or conducive to the attainment of the objectives and exercise the powers of the ANZSVN.*

### **Section 4: Australian State/Territory or New Zealand bodies**

*There shall be no more than one body formed in each Australian State or Territory, or north or south islands of New Zealand. An Australian state/territory or New Zealand body shall be autonomous in affairs of the body but subject to control by the executive committee in matters affecting more than one body or matters affecting the association as a whole. The body may have its own Articles of Association, which must be in harmony with the Constitution of the ANZSVN.*

## **Article 3 Membership**

### **Section 1: Active member**

*Active members shall be nurses (registered with the various Australian and New Zealand Nurses Boards as general registered or enrolled nurses) who profess an interest in carrying out the purpose of the Society.*

*Active members shall be required to pay annual dues to remain a financial member. These dues are payable to the representative Australian state / territory or New Zealand bodies, or directly to the Society itself if other membership is not desired.*

*An agreed amount of funds for management of the societies business shall be forwarded to the ANZSVN each year by the representative Australian state / territory or New Zealand bodies. This amount shall be determined by the membership at each Annual General Meeting*

### **Section 2: Active Member for International Nurses**

*Active members for international nurses shall be nurses (registered or certified to practise as a qualified nurse with relevant regulation authority of his / her residence region other than Australian and New Zealand) who profess an interest in carrying out the purpose of the society. Active members for international nurses shall be required to pay annual dues to remain a financial member. These dues are payable directly to the society.*

### **Section 3: Associate Member**

*Associate membership is available for those interested in supporting the purpose of the Society, but who are not nurses. Associate members receive all benefits of membership but may not vote or hold office.*

### **Section 4: Corporate Member**

*Corporate membership is available to any company, corporation, business or other body corporate whose financial basis stems from the manufacturer, direct wholesale, sale and distribution of any product that may be used in vascular disease management or promotion. A Corporate member can include an individual person in his / her capacity or comprising membership of a partnership, unincorporated association or institution and their employees. Only one set of correspondence will be distributed per corporate membership. A corporate member does not have any voting rights and must not hold office.*

### **Section 5: Life Member**

*Life membership is awarded by the ANZSVN Committee to a member in recognition of the eminence contribution in the field of Vascular Nursing.*

### **Section 6: Renewal of membership**

- *The ANZSVN Committee shall determine membership dues in consultation with the representative Australian state/ territory or New Zealand bodies*
- *Full membership fees are due on the anniversary date each year and payable within three months of that date*
- *Each Australian state or territory or NZ body shall forward to the ANZSVN a current membership list.*

### **Section 7: Termination of membership**

1. *A member will cease to be a member if:
  - 1) *The member resigns in writing to the Secretary; or*
  - 2) *The member fails to pay the prescribed annual subscription within 3 months of the due date; or**
2. *Should a member behave in a manner which in the opinion of the committee contravenes the stated aims of the society the member will be given the opportunity to defend and justify said conduct before the committee or in writing. The member will be informed in writing of the decision to expel her /him.*

## **Article 4**

### **Meetings and Financial year**

#### **Section 1: Annual General Meeting**

- *An Annual General Meeting (AGM) of the ANZSVN, shall be held on the essential business of the Society in the second half of each year, and where possible in conjunction with the annual conference and every financial member will receive not less than thirty days notice of such meetings.*
- *A quorum for the AGM will be a minimum of 10 full members with at least 3 states /territories or bodies represented.*

#### **Section 2: Proxy voting**

- *A member may vote at a meeting of the ANZSVN in person or by proxy.*
- *A proxy vote must be completed by the Full member issuing the proxy vote on the nominated form.*
- *The appointed trustee of the proxy vote must be a Full member of the Association.*
- *The proxy voting form shall be provided to the ANZSVN Secretary not less than forty eight hours before the commencement time of the meeting. Failure to comply invalidates the proxy vote.*

#### **Section 3: General and Committee Meetings**

- *Committee meetings of the ANZSVN shall be held at the discretion of the committee. These will be able to be performed via telecommunication or electronic means.*
- *Notice of meetings shall be given verbally at the end of the preceding meeting*
- *A quorum for all general meetings shall be (8).*
- *Minutes of the meetings shall be forwarded to the committee within twenty-eight days of the conducted meeting.*
- *Minutes will consist of;*
  1. *Members present/participating*
  2. *Ingoing / outgoing correspondence*
  3. *Treasurer's report*
  4. *General business*

*All minutes shall be kept as an official record of any meeting conducted*

#### **Section 4: Special Meetings**

*The ANZSVN Committee may call a special meeting of the membership for any purpose so long as notification of the special meeting is given 28 days prior to the date of the meeting.*

## **Section 5: Financial year**

*The financial year shall be the 1<sup>st</sup> of July to the 30<sup>th</sup> of June*

## **Article 5 Elected Officers**

### **Section 1: Structure of ANZSVN Committee**

*The governing body of the ANZSVN is the Committee, which shall consist of the President, Vice-President, Secretary, Treasurer, Membership Officer, Newsletter Editor, Conference Liaison Officer, **Website Officer** and Immediate Past President and a quorum of other committee members. It has the power and authority over the affairs of the Society between and during meetings.*

*The committee where possible will have representation from each Australian state and New Zealand bodies and where possible Australian territories.*

*The committee shall be responsible for establishing the Society's policies, directing its activities and approving all actions pertaining to the business and management of the ANZSVN*

*ANZSVN Committee may appoint standing committees or ad hoc committees and they are to conduct business in the same manner as the ANZSVN Committee. The ANZSVN Committee shall determine the terms of reference and functions of any sub committees and receive minutes of any proceedings.*

### **Section 2: Eligibility**

*To be eligible for elective office as a member of the ANZSVN Committee a nominee must be a nurse (registered with the appropriate registering body) with active membership.*

### **Section 3: Terms of Office**

*All office bearers shall hold office for two years.*

*The President shall not serve more than 2 consecutive terms.*

*The Immediate Past President is to provide mentorship to the new President for a 12month period.*

### **Section 4: Resignation**

*When a member of the Committee is unable to meet the requirements of the position, that person may submit a resignation to the Committee for approval.*

## **Section 5: Vacancy**

*In the event of a vacancy in any of the offices the Committee shall appoint a qualified member of the Society to the position. He/she will assume this position for the unexpired term of the predecessor.*

## **Section 6: Duties of Committee Members**

### **6.1: President**

*The function of president is to promote the purpose and goals adopted by the ANZSVN, act as chief elected office of the Society, preside at all business meetings officially held by the Society, act as an ex-officio member of all committees, and perform such duties as prescribed by the Committee.*

### **6.2 Vice-President**

*The function of the vice-president is to fill the office of president should that office become vacant, and assist the president to perform the duties pertaining to that office or as directed by the committee.*

### **6.3 Secretary**

*The function of the Secretary shall be to record and distribute minutes, maintain records for the ANZSVN, and complete correspondence as delegated.*

### **6.4 Treasurer**

*The functions of the treasurer shall be to assume responsibility for the financial affairs of the ANZSVN, manage and control the funds and present a written report of the financial status of the ANZSVN at meetings of the Committee.*

### **6.5 Membership Officer**

*The functions of the membership officer shall be to assume responsibility for the membership affairs of the ANZSVN, manage the database and notify members when fees are due, and perform such duties as prescribed by the Committee.*

### **6.6 Immediate Past President**

*This is a non-elected position whereby the outgoing President provides mentorship to the newly elected president, supports the Executive committee, and perform such duties as prescribed by the Committee.*

### **6.7 Newsletter Editor**

*The functions of the newsletter editor shall be to assume responsibility for the production and distribution of the quarterly ANZSVN newsletter – Under The Stars, and perform such duties as prescribed by the Committee.*

### **6.8 Conference Liaison Officer**

*The functions of the conference liaison officer shall provide mentorship to the nursing convenors of the annual ANZSVN conference, supports the executive committee and performs such duties as prescribed by the Committee.*

## **6.9 Website Officer**

*The functions of the website officer shall assume responsibility for supervision of the ANZSVN website, supports the executive committee and performs such duties as prescribed by the Committee.*

## **Article 6 Nominations and Elections**

### **Section 1: Eligibility**

*Only active members are eligible to participate in election.*

### **Section 2: Nominations**

*Nominations shall be submitted in writing by an active or associate member to the Committee prior to the commencement of the AGM. Members may nominate themselves or another member.*

### **Section 3: Manner of Election**

*Elections shall be by ballot at the AGM, or by proxy or by post.*

### **Section 4: Proxy Voting**

*A proxy vote must be completed on the ANZSVN proxy voting form and signed by the member issuing the vote. The form must be received by the executive committee prior to or at the commencement of the meeting at which it is intended to be used.*

### **Section 5: Postal Vote**

*A postal vote can be obtained to assist in the formation of policy or in election of committee. Where a postal vote is conducted, all members must receive with the voting papers all relevant information pertaining to the matter.*

*Completed voting papers must be returned to the committee not less than 10 days or more than 21 days from the date voting papers are sent to members.*

*Where necessary the Committee may elect to facilitate the above process through electronic media, however such methods must ensure that each member is provided with a single vote only.*

### **Section 6: Electoral Quorum**

*A plurality vote for any office shall constitute an election. In the case of a tie, the election shall be determined by lot, by the Committee.*

### **Section 7: Notification**

*Candidates shall be announced to the members at the AGM.*



## **Article 7**

### **Non-Profit Clause**

#### **Section 1: Use of assets**

*The income and property of the ANZSVN shall be applied solely towards the promotion of the objects of the Society. No portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or profit, to the members, or relatives of members of the Society, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Society, or to any member, in return for any services actually rendered to the Society.*

## **Article 8**

### **Winding-up Clause**

#### **Section 1: Distribution of property**

*If upon winding up or dissolution of the ANZSVN, there remains after satisfaction of all debts and liabilities, any property whatsoever, such property shall be distributed to other body or bodies having similar objects or to such charitable body or bodies and which shall prohibit the distribution of its income and property among its members.*

## **Article 9**

### **Amendment to Bylaws**

#### **Section 1: Process of Amendment**

*These bylaws can be amended at an AGM of the ANZSVN by a simple majority vote of those present.*

## **Article 10**

### **Parliamentary Authority**

#### **Section 1:**

*The rules contained in Roberts' Rules of Order, newly revised, current edition shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of the Society, or with the Associations Incorporation Act South Australia 1985.*

## **Article 11**

### **Liability**



**Section 1:**

*The ANZSVN does not accept liability in respect to information or opinions provided at ANZSVN education forums.*

**Section 2:**

*The ANZSVN does not accept liability for any injuries sustained to any persons attending ANZSVN education forums, committee meetings or during the course of activities related to ANZSVN.*

*Developed 2008  
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