



Day Surgery Nurses Association of South Australia

Constitution 2010

DSNASA Constitution

Established: December 1995

Revised: January 2002

January 2003

Revised : March 2009

Ratified & updated September 2010

Updated October 2010

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1. NAME:

The name of this Association shall be the “Day Surgery Nurses Association of South Australia Incorporated”.

2. AIMS AND 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.

3. POWERS OF THE ASSOCIATION

- I. The association shall have all the powers conferred by section 25 of the Associations Incorporation Act 1985

4. 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 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.

5. MEMBERS:

5a) 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.

5b) 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.

5c) 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

6. MEETINGS:

6a) 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 in writing.
- 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 twenty eight (28) days 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 fifty percent plus one (50% + 1) of the voting membership present at the meeting.

6b) Education Evenings:

Education evenings may be held 3 times a year or at the discretion of the management committee

- I. Members and invited guests shall be permitted to be present at Education evenings.
- II. Fees for Education Evenings will be set at the discretion of the Management Committee

6c) 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 writing not less than fourteen (14) days prior to such a meeting.

7. 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 8(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.

8. COMMITTEES:

8a) 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 (as nominated) – up to eight (8)

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

- 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 bi-monthly 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) members present in person or via teleconference.

8b) 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.

8c) Voting Rights:

- I. All Committee members have equal voting rights except the President, who will have a casting vote. Absentee Voting by Committee Members will not be permitted.

8d) Terms of Office:

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

9. OFFICE DUTIES:

9a) President:

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

- I. Shall represent the Association on official business.
- II. Shall present to the Annual General Meeting a report of Activities and business that have significantly affected the affairs of the Association.

9b) 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

9c) 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.

9d) Spokesperson:

- I. Spokesperson for this Association will be the President.

10. AUSTRALIAN DAY SURGERY NURSES ASSOCIATION:

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

11. 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.

12. AMENDMENTS TO THE CONSTITUTION:

DSNASA Constitution

Established: December 1995

Revised: January 2002

January 2003

Revised : March 2009

Ratified & updated September 2010

Updated October 2010

- 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 (50% + 1) 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.

13. 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.

14. DISSOLUTION OF THE ASSOCIATION:

By special resolution of the association which means –

- I. Where the rules of the association provide for the membership of the association – a resolution passed at a duly convened Special/ Annual General Meeting of the members of the association if –
 - a. At least 21 days written notice specifying the intention to propose the resolution as a special resolutions has been given to all members of the association ; and

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- b. It is passed at a meeting referred to in this paragraph by a majority of not less than three quarters (3/4) of such members of the association as, being entitled to do so, vote in person at this 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.