



CONSTITUTION (1999)

(DRAFT ONLY)

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1. The Australian Nurse Teacher's Society : A Brief History

(1972-1998)

by Joyce Edwards, Foundation and Life Member ANTS

Australian Nurse Teachers' Society was established in 1972 in response to a groundswell in New South Wales of nurse educators who wanted a forum where they could discuss nurse education issues. These nurse educators believed that it was important that the Society be an autonomous body and that it function as a unifying voice for nurse educators on nurse education issues. This was a definitive step forward for nurse education in that it provided a mechanism for engaging directly with governments and their instrumentalities as well as the health services systems about nurse education.

The Society seeks to foster the professional development of members within all sectors and contexts of nurse education while providing opportunities for members to network and act to support professional interests in nursing and nurse teaching, research and scholarship. In the early 1970s most nurse education was hospital based however, it was agreed at that time, not to restrict membership to hospital educators and today it is this aspect of ANTS that makes it unique in representing nurse education in universities, TAFE's, hospitals, professional colleges, private practice and including all those who contribute to the education of nurses.

The name chosen at that time included "Australian" as it was planned that at some future date, the Society would become a national organisation and be recognised as the national voice for nurse educators and nurse education. This visionary decision has borne fruit over the years and has motivated members to pursue nationalisation as a goal. The final stages in achieving this have been taken and in 1995 the formal structure of The Australian Nurse Teachers' Society on a national scale were set in place. In 1997 the Victorian Branch was formed.

2. Life Memberships granted by the Australian Nurse Teachers' Society Inc.

Betty Hughes

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Jan Andrews (1999)

3. THE NAME

The name of the organisation shall be the AUSTRALIAN NURSE TEACHERS' SOCIETY Inc, (hereinafter referred to as “ the Society.”)

4. DEFINITIONS

4.1. “THE ACT” means the Associations Incorporation Act, 1984

4.2. “THE REGULATION” means the Associations Incorporation Regulation ,1984

4.3. In these rules:

4.3.1. a reference to a function includes a reference to a power, authority and duty; and

4.3.2. a reference to the exercise of a function includes, where the function is a duty, a reference to a performance of the duty.

4.3.3. the provisions of the interpretation Act, 1987, apply to and in respect of these rules in the manner as those provisions would so apply if these rules wee an instrument made under the Act

5. OBJECTS

The objects of the Society shall be to:

- 5.1. promote the advancement of all aspects of nurse education
- 5.2. encourage the free exchange of educational and professional ideas within the Society.
- 5.3. establish effective communications and relationships between the Society, other educational bodies and other groups involved in nursing and nurse education.
- 5.4. evaluate research from all sources in nurse education, recommend areas of research to appropriate persons and groups and assist with research where practicable.
- 5.5. formulate policies on nurse education; evaluate the policies formulated by other bodies, and communicate these policies and evaluations to interested parties, including government, its instrumentalities and other policy-making bodies.
- 5.6. confidently reflect and expresses the opinions and policies of those engaged in nurse education in all contexts.
- 5.7. accept or refuse any gift, endowment or bequest made to or acquired by the Society and undertake and execute any charitable and other trusts which may be considered expedient and desirable in the interest of the Society.
- 5.8. raise funds by contributions, subscriptions, levies, donations, investments and otherwise for the attainment of the above objects.
- 5.9. be a non-profit organisation notwithstanding the financial activities specified in 3.7 and 3.8 above,
- 5.10. to do all such other things as are incidental or conducive to the attainment of the above objects.

6. ELIGIBILITY FOR MEMBERSHIP

- 6.1. The Society shall consist of:
Ordinary members being those engaged in nurse education in the following categories:
- Category One: Registered nurses who are primarily engaged in the teaching of nurses and scholarship;
- Category Two: Registered nurses who are engaged in the teaching of nurses as part of their role, but generally it is not their primary role;
- Category Three: Other persons who are primarily engaged in the teaching of nurses.
- 6.2. Honorary members being persons not otherwise eligible for membership, who are deemed by the National Executive to have made a significant contribution to nurse education. And who have been approved by National Executive as honorary members. Honorary members do not have the right to vote or to be nominated for council but are otherwise able to attend functions and meetings as observers.
- 6.3. Life members being ordinary members of not less than 5 years standing who, having been nominated for life membership by two ordinary members of the Society, have been approved as such by the National Executive on the basis that they have made a significant contribution to nurse education and the Society. Life Members shall be entitled to all membership rights and privileges including the right to vote and to nominate for office. They shall be exempt from membership fees, and may attend seminars or other functions organised by the Society at no cost. The number of life members shall not exceed 10% of the number of ordinary members of the Society at any one time.

7. ADMISSION TO MEMBERSHIP

- 7.1. The nomination of a person for membership of the association:
- 7.1.1. must be made by a member of the association in writing in the form set out in Appendix 1 to these rules; and
- 7.1.2. must be lodged with the secretary of the association with the sum payable under these rules as entrance fee and annual subscription
- 7.2. As soon as practicable after receiving a nomination for membership, the branch secretary must refer the nomination to the branch council which is to determine whether to approve or to reject the nomination.

- 7.3. If the branch council determines to approve a nomination for membership, the branch secretary must, as soon as practicable after that determination, notify the nominee of that approval and issue a receipt (within 28 days) and provide the new member with a receipt and a copy of the membership handbook and other documents as relevant
- 7.4. If the state council rejects a nomination for membership, the secretary must return the admission fee (within 28 days).
- 7.5. The branch secretary must notify the National Executive secretary of the approval of any membership, and must forward fees received to the National executive secretary (within 28 days).

8. CESSATION OF MEMBERSHIP

- 8.1. A person ceases to be a member of the Society if the person:
 - 8.1.1. dies
 - 8.1.2. resigns that membership; or
 - 8.1.3. is expelled from the Society

9. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

A right, privilege or obligation which a person has by reason of being a member of the Society:

- 9.1. is not capable of being transferred or transmitted to another person; and
- 9.2. terminates upon cessation of the person's membership.

10. FEES AND SUBSCRIPTIONS

- 10.1. A member of the Society shall, upon admission to membership, pay to the Branch Secretary an entrance fee of \$10 or such amount as may be determined by the National Executive and ratified by the National Annual General Meeting
- 10.2. In addition to any amount payable by the member under clause 6.1, a member of the Society shall pay to the Society an annual membership fee of \$60, or such amount as may be determined by the National Executive, and ratified by the National Annual General Meeting . That other amount should be paid before 1 July in each calendar year;
- 10.3. There is an obligation on members to pay within 30 days of the due date or such time allowed by the National Executive under extreme circumstances, and is unable to vote or stand for office until fees are paid. Any member who fails to pay within 6 months of having been sent a fee notice shall be deemed to have resigned and shall have his/her name removed from the register of members.
- 10.4. The annual fee payable by members shall be reviewed annually by the Executive and any change ratified at the next National Annual General Meeting

11. MEMBERS LIABILITIES:

The liability of a member of the Society to contribute toward the payment of the debts and liabilities of the association or the cost, charges and expenses of the winding up of the association is limited to he amount, if any, unpaid by the member in respect of membership of the association as required by rule 8.

12. FUNDS - SOURCE

- 12.1. The funds of the Society shall be derived from entrance fees and annual fees of members, donations and such other sources as the National Executive determines.
- 12.2. All money received by the Society shall be deposited as soon as practicable and without deduction to the credit of the Society's account.
- 12.3. The Society shall, as soon as practicable after receiving any money, issue an appropriate receipt.

13. FUNDS - MANAGEMENT

- 13.1. Subject to any resolution passed by the Society in a general meeting, the funds of the Society are to be used in pursuance of the objects of the society in such a manner as the National Executive determines.
- 13.2. All cheques, draft bills of exchange, promissory notes and other negotiable instruments shall be signed by 2 members of the State Executive or employees of the Society, being members or employees authorised to do so by the National Executive

14. REGISTER OF MEMBERS

- 14.1. The Secretaries of the State Councils shall maintain a register of members of the Society in their own State, specifying the name and address of each person who is a member of the Society together with the date on which the person became a member. Each branch secretary is required to send monthly updates of the branch list to the National Secretary
- 14.2. The register of all Society members shall be kept by the National Executive secretary at the principal place of administration of the Society and shall be open for inspection, free of charge, by any member of the Society at any reasonable hour.

15. RESIGNATIONS

- 15.1. A member the Society is not entitled to resign that membership except in accordance with this rule.
- 15.2. A member of the Society who has paid all amounts payable by the member of the Society in respect of the member's membership may resign from membership of the Society by first giving to the secretary of his/her branch, written notice of at least one month of the member's

intention to resign and, on the expiration of the period of notice, the member shall cease to be a member.

- 15.3. If a member of the Society ceases to be a member pursuant to clause 6, and in every other case where a member ceases to hold membership, the branch secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member of the Society and shall forward such information to the National Secretary of the Society.

16. RESOLUTION OF INTERNAL DISPUTES

Disputes between members (in their capacity as members) of the Society, and disputes between members and the Society, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.

17. DISCIPLINING OF MEMBERS

- 17.1. A complaint may be made by any member of the Society that some other member of the Society:
 - 17.1.1. has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - 17.1.2. has persistently and wilfully acted in a manner prejudicial to the interests of the society.
- 17.2. On receiving such a complaint, the National Executive:
 - 17.2.1. must cause notice of the complaint to be served on the member concerned; and
 - 17.2.2. must give the member at least 1 days from the time the notice is served within which to make submissions to the National Executive in connection with the complaint; and
 - 17.2.3. must take into consideration any submissions made by the member in connection with the complaint.
- 17.3. The National Executive may, by resolution, expel the member from the Society or suspend the member from membership of the Society if, after considering the complaint and any submission made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- 17.4. If the Society expels or suspends a member, the National Executive secretary must, within 7 days after the action is taken, of the reasons

given by the national Executive for having taken that action and of the member's right of appeal under rule 16.

17.5. The expulsion or suspension does not take effect:

17.5.1. until the expiration of the period within which the member is entitled to appeal against the resolution concerned; or

17.5.2. if within that period the member exercises the right of appeal, unless and until the Society confirms the resolution under rule 16 (4), whichever is the later.

18. RIGHT OF APPEAL OF DISCIPLINED MEMBER

18.1. A member may appeal to the Society in a general meeting against the resolution of the National Executive under rule 15, within 7 days after notice of resolution is served on the member by lodging with the branch secretary a notice to that effect

18.2. The notice needs to be accompanied by a statement of the grounds on which the member intends to rely for the purpose of the appeal

18.3. on receipt of a notice from the member under rule 16.1, the branch secretary must notify the national Executive which is to convene a general meeting of the Society to be held within 28 days after the date on which the secretary received the notice

18.4. At a general meeting of the Society convened under rule 16.3:

18.4.1. no business other than the question of appeal shall be transacted; and

18.4.2. the Society and the member must be given the opportunity to state their respective cases orally or in writing, or both; and

18.4.3. the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

18.5. if at the general meeting the Society passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

19. THE NATIONAL EXECUTIVE - POWER AND DUTIES

19.1. the committee of management of the Society shall be the National Executive and, subject to the Act, the Regulation and these rules and to any resolution passed by the Society in general meetings:

- 19.1.1. is to control and manage the affairs of the Society; and
- 19.1.2. is to exercise all such functions as may be exercised by the Society other than those functions that are required by these rules to be exercised by a general meeting of members of the Society; and
- 19.1.3. has power to perform all such acts and do all such things as appear to the National Executive to be necessary or desirable for the proper management of the affairs of the Society.

20. THE NATIONAL EXECUTIVE - CONSTITUTION AND MEMBERSHIP

- 20.1. The National Executive is to consist of the president, secretary and treasurer of the NSW branch and the presidents and secretaries of the branches. The members of the National Executive shall be entitled to remain members of the National Executive only so long as they continue to hold the relevant branch office.
- 20.2. The national office-bearers of the society shall be the president, the vice-president, the treasurer and the secretary, each of whom shall be elected by and from the members of the National Executive at the first meeting of the National Executive immediately following the Annual General Meeting.
- 20.3. In the event that a member of the National Executive ceases to hold office on the basis that she/he no longer holds the relevant branch office, then the person elected or appointed to fill the vacancy in the branch office, shall, upon election or appointment, become a member of the National Executive and shall remain a member for so long as he/she holds the relevant branch office.

21. NATIONAL OFFICERS OF THE SOCIETY - POWER AND DUTIES

21.1. PRESIDENT

- 21.1.1. The president shall preside at all meetings of the Society at which she/he is present. In the absence of the president from the chair, or during any temporary absence of the president, the vice-president shall fill the role of the president for the time being.
- 21.1.2. The president shall represent the views of the Society.

21.1.3. The president shall report to the National Executive any neglect of duty on the part of any person holding office in the Society.

21.1.4. The president shall at all times have access to all documents, records and accounts of the society.

21.2. VICE-PRESIDENT

The vice-president shall assist the president in the execution of his/her duties and in the temporary absence of the president shall be appointed by the National Executive to act in the capacity of president and shall have the same powers, obligations and duties as the president as are referred to in these rules for the period of the temporary absence of the president.

21.3. SECRETARY

It shall be the duty of the secretary to keep minutes of all elections of office bearers of the society, the names of the members of the National Executive present at a National Executive or general meeting and all proceedings at National Executive and general meetings of the society. The minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

21.4. TREASURER

It shall be the duty of the treasurer to ensure that all money due to the Society is collected and received and that payments authorised by the Society are made. The treasurer must also ensure that all correct books and accounts are kept, showing the financial affairs of the Society, including full details of all receipts and expenditure connected with the activities of the Society.

22. NATIONAL MEETINGS AND QUORUMS

- 22.1. The National Executive should meet at least three times in each period of 12 months at such time and place that the National Executive may so determine. These meetings can be conducted via tele-conference or video-conference if necessary.
- 22.2. Any 3 members of the National Executive constitute a quorum for the transaction of business of a meeting of the National Executive.

23. THE BRANCHES

- 23.1. There shall be branches of the society in such places as determined by the National Executive from time to time.
- 23.2. the following branches of the Society are hereby formed:
 - 23.2.1. NSW/ACT-to be known as the Australian Nurse teachers' Society Inc (NSW/ACT Branch) to which all members of the Society ,other than those resident in Victoria, shall belong;
 - 23.2.2. VICTORIA- to be known as the Australian Nurse teachers' Society Inc. (Victorian Branch) to which all members of the society who are resident in Victoria shall belong.

24. BRANCH COUNCIL -POWERS AND DUTIES

The Branch Council shall, subject always to the control of National Executive, do all such things as necessary for the management of the affairs of the branch

25. THE BRANCH COUNCIL - CONSTITUTION AND MEMBERSHIP

The number of members on the Branch Council is determined by the National Executive. The Branch Council shall consist of a maximum of eleven (11) members and a minimum of five (5) members. All members of the Branch with the exception of category 3 are eligible for election to Council.

Every instrument of proxy shall be in the form as shown in Appendix 3

The office bearers of the Branch Council are elected by the members at the Annual General Meeting following the Council elections, and shall consist of:

- President
- Vice-President
- Secretary
- Treasurer

26. BRANCH COUNCIL - ELECTIONS

With the notice of the Annual General Meeting the Council shall call for written nominations for the Council.

Each nomination must be submitted to the Secretary on the Official Nomination Form (see Appendix 2) and be signed by a proposer, a seconder, and the nominee, all of whom must be financial members of the Society.

The Returning Officer shall be appointed by the Society's President at the Annual General Meeting from members who are not candidates for office at that election. At the opening of the Annual General Meeting, the Returning Officer is to announce the closing time of nominations for Branch Council. Election shall be by simple majority. The incoming Council shall assume office from the close of the Annual General Meeting. In the event of the receipt of fewer nominations than places available on Council, the Council may co-opt any eligible members to temporary membership of the Council until the position is filled. Such co-opted members shall hold all the rights and obligations of any duly elected member of her/his tenure. If the number of nominations received exceeds the number of vacancies to be held, a ballot will be held.

- 26.1. The term of tenure of the Council shall be one (1) year.
- 26.2. Council members may not hold tenure for more than three (3) consecutive terms but shall be eligible for re-election to Council after a period out of Council of one term.
- 26.3. The tenure of a member of the Council shall be vacated if she/he fails to attend three (3) consecutive meetings of the Council without leave of Council.
- 26.4. Council shall serve in an honorary capacity.

27. BRANCH COUNCIL -CASUAL VACANCIES

For the purposes of these rules, a casual vacancy in the office of a member of the council occurs if a member:

- 27.1. dies;
- 27.2. ceases to be a member of the Society;
- 27.3. resigns office by notice in writing given to the secretary;
- 27.4. is removed from office under rule 26;
- 27.5. becomes of unsound mind or a person or estate is liable to be dealt with in any way under the law relating to mental health; or
- 27.6. is absent without the consent of the council for 3 consecutive meetings of the council.

28. BRANCH COUNCIL - REMOVAL OF MEMBERS

- 28.1. The members of the branch in a general meeting may, by resolution, remove any member of the branch council from office before the expiration of that member's term of office and may, by resolution, appoint another person to hold office until the expiration of the term of office of the member so removed.
- 28.2. If a member of the branch council to whom a proposed resolution, referred to in clause 26.1 relates, makes representations in writing to the secretary of the branch (not exceeding a reasonable length) and requests that representations be notified to the members of the branch, the president or secretary may send a copy of the representations to each member of the branch or, if they are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is to be considered.

29. BRANCH COUNCIL MEETINGS

The branch councils shall meet at least three times in each period of 12 months at such place and time as the committee may so determine.

- 29.1. A meeting of a majority members of the Council shall constitute a quorum. No business shall be transacted by the Branch Council unless a quorum is present
- 29.2. Additional meetings may be convened by the president or by any member of the Council. Oral or written notice of a meeting must be given by the secretary to each member of the council at least 48 hours before the appointed time for the holding of the meeting.
- 29.3. The President shall be the Chairperson of the Council, but in her/his absence The Vice-President shall be Chairperson. In the event of the President, or the Vice-President not being present, the Council shall choose one of their members to be the Chairperson of the meeting.
- 29.4. The Chairperson of the meeting shall have a casting vote in the event of equal votes on a decision.
- 29.5. A council meeting may be convened at any time upon the written request of three (3) members of the Council to the President.
- 29.6. The President and the Secretary shall be ex-officio of all sub-committees

30. THE BRANCH ANNUAL GENERAL MEETING OF THE ASSOCIATION

The association must, at least every calendar year and within the period of 6 months after the expiration of each financial year of the association, convene a branch annual general meeting of its members

The Annual General meeting is subject to the Act and is to be convened on such date and at such place that the council thinks fit.

- 30.1. The Annual General Meeting of the Branch Councils shall be held annually each year for the following purposes:
 - 30.1.1. to confirm the minutes of the last preceding annual general meeting,
 - 30.1.2. receive reports from the Councils regarding activities of the association, including audited statements of accounts for the preceding year
 - 30.1.3. to elect office bearers and Council members for the ensuing year
 - 30.1.4. to transmit any business, notice of which shall have been duly submitted to the Secretary at least fourteen (14) days prior to the meeting.
 - 30.1.5. For the purpose of the Council's Annual General Meeting a quorum should be constituted by 10% of members who are eligible to vote.
- 30.2. Not less than two (2) months' notice in writing, specifying the place, day and hour of the Branch Council's Annual General Meeting shall be given to every member.

31. GENERAL MEETING

- 31.1. General meetings shall be held as frequently as the Council deems appropriate or in response to the wishes of members for the following purposes:
 - 31.1.1. to receive reports and information from the Council and deal with any business arising therefrom;
 - 31.1.2. to deal with any business which may be placed on the agenda by the Secretary, and any business placed before the meeting by a member. For the purposes of any General Meeting a quorum shall be constituted by 10% of members eligible to vote. The Chairperson shall be the President, or in his/her absence the Vice-President, or in the absence of both President and Vice-President, a member elected from among the members present.
- 31.2. Not less than two (2) weeks notice in writing, specifying the place, day and hour of meeting shall be given to every member.

32. SPECIAL GENERAL MEETINGS

- 32.1. The Branch Councils or National Executive shall have power to convene Special General Meetings if it deems fit or in response to the written petition of at least 5% of members of the Society or branch.
- 32.2. A notice stating the place, day, time and purpose of the meeting shall be sent to every member not less than seven (7) days and where possible twenty-eight (28) days prior to the meeting.
- 32.3. The business of such State or National Special General Meeting shall be confined to the purposes named in the notice.
- 32.4. For the purposes of a State or National Special General Meeting a quorum shall be made up of 10% of members present and eligible to vote.

33. MEETING PROCEDURES

34. FOR ALL SOCIETY MEETINGS LISTED IN

- 34.1. Should a quorum not be present one quarter hour after the scheduled time of commencement of any advertised meeting, such meeting shall be adjourned for no less than seven (7) days and no more than twenty-eight (28) days, when it shall reconvene. The meeting as then reconvened, irrespective of a quorum being present, shall have the authority to deal with business of the original agenda.
- 34.2. The Council shall cause Minutes of all Society meetings be recorded by the Secretary. Such record shall contain:
 - 34.3. the names of the members present at each meeting of the Society
 - 34.4. all resolutions and proceedings
 - 34.5. all appointments of officers, sub-committees and employees. Such minutes shall be signed by the Chairperson of the meeting to which they relate and by the Chairperson of the next meeting and if purporting to be so signed shall be receivable as prima facie evidence of the facts therein. Should it be necessary for a meeting to determine procedure in circumstances not provided for in this Constitution, the standard guide to meeting procedure shall be:
- 34.6. RENTON, N.E.: GUIDE FOR MEETINGS AND ORGANISATIONS (4TH Ed.). 1985 LAW BOOK CO. SYDNEY. The current edition is to be used.

35. MAKING DECISIONS

- 35.1. A question arising at a general meeting of the Society shall be determined on a show of hands and unless, before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Society is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution except for 11 (b) and 16 and 17.
- 35.2. At a general meeting of the Society a poll may be demanded by the chairperson or by not less than three (3) members present in person or by proxy at the meeting.
- 35.3. Where a poll is demanded at a general meeting, the poll shall be taken:
 - 35.3.1. immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment or
 - 35.3.2. in any other case, in such manner and at such time before the close of the meeting as the chairperson directs and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

36. VOTING

- 36.1. Upon any question arising at a general meeting of the Society a member has one vote only.
- 36.2. All votes shall be given personally or by proxy but no member may hold more than 5 proxies.
- 36.3. In the case of an equality of votes on a question at a general meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- 36.4. A member or proxy is not entitled to vote at any general meeting of the Society unless all money due and payable by the member or proxy to the Society has been paid, other than the amount of the annual subscription payable in respect of then current year.
- 36.5. Every instrument of proxy shall be in the form as show in Appendix 1.

37. APPOINTMENT OF PROXIES

- 37.1. Each member shall be entitled to appoint another member as proxy by notice given to the secretary no later than the commencement of the meeting in respect of which the proxy is appointed.

38. INSURANCE

- 38.1. The Society must effect and maintain insurance pursuant to section 44 of the Act.
- 38.2. In addition to the insurance required under clause 20.1, the Society may effect and maintain other insurance

39. ACCOUNTS AND AUDIT

- 39.1. The funds of the Society shall be deposited in an account at a nominated financial institution. The signatures of two of three officers of Council whose signatures are held at the nominated financial institution shall be required to operate the account.
- 39.2. Expenditure authorised by Council shall be in three (3) classes:
 - 39.2.1. normal day to day business deemed by the Council to be necessary for the Society to function?
 - 39.2.2. business recommended by members of the Council at a Council Meeting and carried by the majority of that Council; and
 - 39.2.3. business recommended by members of the Society at any meeting.
- 39.3. The Executive will be responsible for the overall accounts, national expenditure and other day to day expenses deemed by the executive for the Society to function.
- 39.4. The Council will be responsible for the operating costs of the State Branch. The Council will develop an annual budget which will be ratified by the Executive.
- 39.5. An auditor shall be appointed by the Society on the recommendation of the Council at the Annual General Meeting. The Council shall cause proper accounts and records to be kept in books of accounts at the office or such other place as the Council thinks fit and shall at any time be available for the inspection of the Members of the Council. The

Accounts of the Society shall be audited annually and a statement of the audited accounts shall be presented at the Annual General Meeting. Branch audits are to be set to the National Treasurer prior to the Annual General Meeting

- 39.6. The income and profit of the society whensoever derived shall be applied solely towards the promotion of the objectives of the Society and no portion thereof shall be paid or transferred directly or indirectly by way of individual bonus or otherwise howsoever by way of profit to the members of the Society except as a bona fide compensation for services rendered or expenses incurred on behalf of the Society.

40. COMMON SEAL

- 40.1. The common seal of the Society shall be kept in the custody of the Executive Secretary of the Society
- 40.2. The common seal shall not be affixed to any instrument except by the authority of the National Executive and the affixing of it shall be attested by the signatures of 2 members of the National Executive

41. ALTERATION OF THE OBJECTS AND RULES

- 41.1. Amendments to the Constitution shall be proposed by resolution of the State Council to the National Executive
- 41.2. Such amendments shall be decided at either the State Annual General Meeting or a State Special General Meeting on a majority of members present and eligible to vote. Any changes to the Constitution shall be communicated to all members.

42. INSPECTION OF BOOKS

The records, books and other documents of the Society shall be open to inspection, free of charge, by a member of the Society at any reasonable hour.

43. DISSOLUTION OF THE SOCIETY

- 43.1. If in the event of a duly constituted Executive and State Special General Meeting of the Society a two-thirds majority of members eligible to vote decides that the Society is dissolved, then this decision shall be put to a second vote at a second Special General Meeting.
- 43.2. Such meeting shall be convened not less than twenty-eight (28) days and not more than fifty-six (56) days following the first Special General Meeting.
- 43.3. Notice of aid dissolution shall be given to all members in writing within fourteen (14) days after the date of the second Special General Meeting.
- 43.4. In the event of the Society being dissolved, the Executive and members of the Society shall direct at the second Special Meeting that any monies held at that date be transferred to a nominated registered non profit making organisation.
- 43.5. If upon winding up or dissolution of the Society there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or istributed among the members of the Society but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Society and which shall also prohibit the distribution of its or their property among its or their members such institutions to be determined by the members of the Society act or before the time of dissolution or in default thereof by the Chief Judge of such Court as may have or acquire jurisdiction in this matter.

44. REGISTERED OFFICE

The Registered Office of the Society shall be at 55 Hereford Street, Glebe NSW 2037 in the State of NSW, or at such other place as the National Executive may from time to time determine.

Constitution and Rules of the Australian Nurse Teachers' Society

Constitution and rules as adopted (with amendments) at the Society's Inaugural Meeting, 9 August, 1975, one amendment adopted at the Annual General Meeting, 7 August, 1987; eleven amendments adopted at the Annual General Meeting, 15 August, 1978; four amendments adopted at the Annual General Meeting, 26 August, 1980; one amendment adopted at the Special General Meeting on 21 October, 1980; one amendment adopted at the Annual General Meeting, August, 1985; one amendment adopted at the Annual General Meeting, August, 1986; two amendments adopted at the Annual General Meeting, March, 1991 and further revisions adopted at the Annual General Meeting, March, 1995 and fifteen amendments and further revisions adopted at the Annual General Meeting, March 1995, March 1998, and March 1999.

APPENDIX 1: Application For Membership

AUSTRALIAN NURSE TEACHERS' SOCIETY

National/NSW office: PO Box 143, Glebe. 2037

Victoria: PO Box 527, Richmond. 3121

NEW MEMBERSHIP APPLICATION

1998-1999

SECTION A Please complete the following using block letters:

SURNAME _____ (Title _____) GIVEN NAMES _____
HOME POSTAL ADDRESS _____
_____ POST CODE _____
HOME TELEPHONE: (____) _____
PRESENT POSITION: _____
EMPLOYER: _____
ADDRESS OF WORKPLACE: _____
_____ POST CODE _____
TELEPHONE: (____) _____ FAX: (____) _____ EMAIL: _____
APPROXIMATE % OF TIME ALLOCATED TO NURSE EDUCATION:.....

SECTION B Please supply details of nursing and academic qualifications
(For statistical purposes only):

QUALIFICATION	INSTITUTION	YEAR

DECLARATION: I declare that the information given above is accurate and complete. I hereby apply for membership in Category 1: 2 3 (please circle)

Enclosed is a cheque / money order for:

Joining fee \$10 + Annual subscription \$60 Total = \$70

Please note: subscription falls due on June 30 each year.

(Ann. Subs.\$30 after Dec30)

Signature _____ Date: _____

OFFICE USE ONLY

Date received by Sec:

Receipt issued

APPENDIX 2 : NOMINATION FOR COUNCIL

Australian Nurse Teachers' Society , Glebe 2037

(PLEASE PRINT)

I,
being a financial member of the Australian Nurse Teachers' Society do hereby
nominate.....
for a position on the Council.

SIGNATURE OF PROPOSER..... DATE

I,
being a financial member of the Australian Nurse Teachers' Society do hereby second
the above nomination.

SIGNATURE OF SECONDER..... DATE

I,
being a financial member of the Australian Nurse Teachers' Society do hereby accept
nomination for a position on the Council for the 1998-1999 term of office. Council
meetings are monthly.

STATEMENT OF PHILOSOPHY OF POSITION AS RELATED TO NURSING
EDUCATION TO BE COMPLETED BY NOMINEE (OVER PAGE).

SIGNATURE OF NOMINEE DATE

RECEIVED BY SECRETARY: DATE

SIGNATURE.....

APPENDIX 3 : FORM OF APPOINTMENT OF PROXY

I,of.....being a member of the
Australian Nurse Teacher's Society Inc hereby appoint
Ofbeing a member of the Society, as my proxy to vote for me on
my behalf at themeeting of the Society (annual general meeting
or special general meeting, as the case may be) to be held on theday of
.....19.....and at the adjournment of that meeting.

.....
(Signature of member appointing proxy)

Date: